

III. WCF & A&R SERVICE PROVIDERS

This section presents information about the offices and projects offering services through the Department of Commerce's Office of the Secretary's (OS) Working Capital Fund and the Departmental Management's Advances and Reimbursements account. The services that are provided are described in the following pages along with their basis of charge. They are listed alphabetically by office.

Office of Acquisition Management

Office of Administrative Services

Office of Budget

Office of the Chief Information Officer

Chief of Staff

Office of Civil Rights

Office of Financial Management

Office of the General Counsel

Office of Human Resources Management

Office of Management and Organization

Office of Public Affairs

Office of Security

OFFICE OF ACQUISITION MANAGEMENT

The Office of Acquisition Management (OAM) develops, coordinates, and maintains the Department's acquisition policies and procedures. OAM manages the acquisition over a range of products and services from purchase card transactions to complex automated systems such as weather satellites. The office manages DoC's acquisition workforce career development, provides acquisition advice, and establishes contracting authority, DoC-wide strategic plans and guidance. It represents DoC in all external acquisition policy matters. OAM, whose director serves as the DoC's Procurement Executive, directly provides acquisition support to OS. The office delivers, maintains, and approves DoC-wide or bureau-specific automated procurement systems and serves as the focal point for the collection and reporting of acquisition information.

OAM develops and maintains DoC-wide acquisition management and performance measurement programs, evaluates and compares contracting office performance against stated goals and advises the Assistant Secretary for Administration on goal achievements. The seven project descriptions that follow and the *Department Organization Order 20-26*, governing OAM's responsibilities, provide further insight on services provided.

In addition, OAM is responsible for DoC-wide grants management policy and oversight, which includes ongoing efforts to create a standardized grants education and certification program, the movement of DoC grant-making bureaus to a common management system, and the issuance of all indirect cost rates for organizations with DoC as their cognizant federal awarding agency. OAM's Director exercises operational authority as Grants Officer for designated operating units with financial assistance programs. The Office also represents DoC in all external grants management matters by participating in various federal boards and committees, contributing directly to the success of projects/initiatives such as Grants.gov and Grants Management Line of Business (GMLOB).

MANAGEMENT OFFICIALS

HELEN HURCOMBE, Director

HCHB Room 6422, 482-4248

DANIEL L. CLEVER, Deputy Director

HCHB Room 6422, 482-4248

LIST OF PROJECTS

| | | |
|---|---------|-----|
| Commerce Acquisition Solutions (CAS) | 0128000 | WCF |
| Grants Management Division (GMD) | 0440000 | WCF |
| Commerce Acquisition Systems Division (CASD) | 0444000 | WCF |
| Commerce Information Technology (COMMITTS) – Operations | 7116000 | A&R |
| Commerce Information Technology (COMMITTS) – NexGen | 7117000 | A&R |
| Grants Indirect Rate Reviews | 7147000 | A&R |
| FAADS/Consolidated Federal Funds Report | 7921000 | A&R |

Conferences

7926000

A&R

WORKING CAPITAL FUND (WCF) PROJECTS

COMMERCE ACQUISITION SOLUTIONS PROJECT 0128000

Description of Service: This project provides contracting technical services, including acquisition strategies and guidance for the procurement of products and services in support of the Office of Secretary (OS), Office of Inspector General (OIG), selected special projects and related administrative support.

Basis of Charge: This billing algorithm consists of two parts. (1) Costs are billed to designated operating units and offices based on the total obligation from 10/01/2007 - through 06/30/2008 by each office/operating unit. (2) Costs for procurement services including contract support are billed to each office/operating unit based on the total number of actions performed for each office/operating unit.

GRANTS MANAGEMENT DIVISION PROJECT 0440000

Description of Service: The Grants Management Division (GMD) provides policy guidance in response to government-wide data calls and represents the Department at numerous intergovernmental permanent bodies and working groups governing Federal Grants Policy, including the Grants Executive Board and the CFO Council Grants Policy Committee. The Grants Policy Officer serves as the liaison between these two intergovernmental groups. GMD serves as the coordinator of information between DoC grant-making bureaus and external organizations in the Federal government, with primary responsibility for managing policy through the Grants Council and its subordinate groups. GMD also has lead responsibility for the grants elements in required reports to the Congress, White House and other Federal government organizations. In addition, GMD provides policy guidance and support to all Grant-making entities within DoC in compliance with the Federal Financial Assistance Improvement Act of 1999 that improves the effectiveness, efficiency and operational performance of financial assistance programs (PL 106-107). All Federal Register Notices and Federal Funding Opportunity notices related to DoC grants programs must be cleared by this office. Additionally, GMD serves as the point of contact for Grants.gov and the departmental grant making units and coordinates the submission of reporting data related to DoC grants opportunities to the Grants.gov PMO. GMD exercises contract management responsibilities for the review and approval of all indirect cost rate proposals submitted to DoC grant making bureaus.

Basis of Charge: Costs are billed based on actual number of grant transactions being serviced from the last two quarters of FY 2007 and the first two quarters of FY 2008, 04/01/2007 - 03/31/2008 .

COMMERCE ACQUISITION SYSTEMS DIVISION PROJECT 0444000

Description of Service: CASD provides for strategic planning and initiatives for DoC's acquisition information technology systems to better manage and streamline business processes, enhance customer services and increase customer satisfaction. The project covers: Information resources management issues in support of the *Commerce Business Environment (CBE)* initiative, which manages the *Commerce Standard Acquisition Reporting System (CSTARS)*, *Enterprise Acquisition Reporting System (EARS)*, *Balanced Scorecard (BSC)*, *Workforce Acquisition Database (WAD)*, *C. Request (Requisition System)*, *Obligation and Requisition Standard Interface (ORSI)*, and other electronic government commerce initiatives that benefit DoC and the vendor community to reduce acquisition cycle time. Programs under *Acquisition Strategic Initiatives (ASI)* are emerging technologies and are important for updating employee's skills and refreshing their toolkits to enhance the operational efficiencies and effectiveness of the entire acquisition community in support of DoC's mission. This project also covers *Acquisition Career Management Program (ACMP)*. This program focuses on formal training and education for acquisition personnel including series 1102, 1105, and 1106 and the Contracting Officer Representatives (COR). The ACMP resulted from legislation issued to improve the professionalism of the Federal Governments Acquisition Workforce. By planning and providing acquisition training DoC-wide, greater cost efficiencies and training opportunities are available to DoC's Acquisition Workforce.

Basis of Charge: Costs are billed to designated operating units and offices based on the total number of CSTARS users (C.Request & C.Buy) by each operating unit.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

COMMERCE INFORMATION TECHNOLOGY SOLUTIONS (COMMITTS)

PROJECT 7116000

Description of Service: The Commerce Information Technology Solutions (COMMITTS) Program was a Government-Wide Agency Contract (GWAC) that provides performance-based information technology services and solutions. In FY 08 this GWAC began to close-out any remaining orders and no new orders will be issued under this GWAC. It is planned to be officially closed out by the 4th quarter of FY09

Basis of Charge: COMMITTS is a fee-for-service program. Operating units and bureaus are not charged for costs associated with this program, unless they choose to contract through COMMITTS.

COMMERCE INFORMATION TECHNOLOGY SOLUTIONS (COMMITTS) – NEXT GENERATION (NEX GEN) PROJECT 7117000

Description of Service: The Commerce Information Technology Solutions (COMMITTS) – Nex Gen Program is a follow-up on to the COMMITTS Government-Wide Agency Contract (GWAC) that provides performance-based information technology services and solutions. In FY 08 these contracts were transferred to GSA, with an exception of about five COMMITTS NexGen contracts, and all future awards will be managed by GSA. DOC will continue to manage awards made prior to FY08 until the orders are closed-out.

Basis of Charge: COMMITTS is a fee-for-service program. Operating units and bureaus are not charged for costs associated with this program, unless they choose to contract through COMMITTS.

GRANTS INDIRECT COST REVIEWS PROJECT 7147000

Description of Service: This project supports the evaluation of indirect cost rate proposals received from recipients of federal assistance awards, i.e., grantees, for which DoC is cognizant or has oversight. In addition to the review, negotiation, and completion of indirect cost proposals, this also includes the review of cost allocation plans and the methodology and principles used in pooling indirect costs and establishing a common base for distributing those costs to ensure that each federal grant making agency bears its fair share.

Basis of Charge - Manual: Each bureau will be charged for reviews conducted on recipients funded by that bureau.

FAADS/CONSOLIDATED FEDERAL FUNDS REPORT PROJECT 7921000

Description of Service: Title 31, United States Code, Section 6102a requires quarterly reporting to the U.S. Government assistance award information system. The Director, Office of Management and Budget (OMB), has fulfilled this requirement through the Federal Assistance Awards Data System (FAADS) and Consolidated Federal Funds Report (CFFR), operated by the Census Bureau.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

CONFERENCES PROJECT 7926000

Description of Service: This project provides funding for OAM workshops, conferences, seminars, and offsite retreats that enable employees to enhance job skills to achieve program and Departmental goals and mission. It also provides a forum to discuss acquisition issues/challenges, strategic planning and future opportunities for improvements.

Basis of Charge - Manual: Operating units will be billed based on participation in the conferences.

OFFICE OF ADMINISTRATIVE SERVICES

The Office of Administrative Services (OAS) performs the following services for the Office of the Secretary (OS) and other operating units:

Maintain, for the Herbert C. Hoover Building (HCHB), a printing and publications management organization; establish policy, standards, and procedures for the development, production, and procurement or distribution of materials through printing, binding, and related services for the HCHB; and, serve as the HCHB liaison with the Joint Committee on Printing and the Government Printing Office (GPO).

Establish policy and procedures for the acquisition, management, and disposal of personal property, including motor vehicle fleets; and, serve as liaison with the General Services Administration (GSA) on all government-wide personal property management services for the OS and the Office of the Inspector General (OIG).

Develop, issue, and oversee the implementation of policies and procedures for the administration of the Departments travel program and provide travel services for the OS and designated operating units; provide shipment of employees' household goods under permanent change of duty station, freight shipment; manage the disbursement of convenience checks; processes passport/visa applications for HCHB personnel; and, provide oversight and implementation of the Department's eTravel initiative.

Establish policy and procedures for mail management and provide nationwide mail services.

Establish policy and procedures for the acquisition, management, and disposal of real property and serve as liaison with the GSA on all government-wide real property programs. Oversee major real property projects and coordinate Department-wide facilities requirements. In accordance with the GSA/HCHB Building Delegation agreement, manage the HCHB and provide facility services for its occupants and other OS staff offices in the National Capital Region.

Develop Departmental policies and procedures for energy conservation and environmental management, implement, and oversee the Departments energy and environmental programs.

The project descriptions that follow and the *Department Organization Order 20-1*, offer further insight on services provided by and the responsibilities of OAS.

MANAGEMENT OFFICIALS

FRED FANNING, Director

HCHB Room 6316, 482-1200

DOUG ELZNIC, Deputy Director

HCHB Room 1317, 482-0227

VACANT, Associate Director, Office of Space and Building Management

HCHB Room 1317, 482-1340

JENNIFER JESSUP, Acting Associate Director, Office of Administrative Operations

HCHB, Room 2852, 482-3458

JANA BROOKS, Acting Associate Director, Office of Real Estate Policy and Major Programs

HCHB, Room 1036, 482-6212

RHONDA JACKSON, Associate Director, Office of Management Support Services

HCHB, Room 2872, 482-2242

LIST OF PROJECTS:

| | | |
|--|---------|-----|
| Publications Procurement | 0104000 | WCF |
| Multimedia Division | 0110000 | WCF |
| Mail and Services Division | 0120000 | WCF |
| Travel Management Division | 0121000 | WCF |
| Administrative Operations | 0122000 | WCF |
| Information Management Division | 0123000 | WCF |
| Personal Property Management Division | 0125000 | WCF |
| Management Resource Division | 0129000 | WCF |
| Space Management Division | 0138000 | WCF |
| Office of Real Estate Policy and Major Program | 0147000 | WCF |
| Office of Space and Building Management | 0148000 | WCF |
| Joint Use Space-HCHB | 0150000 | WCF |
| HCHB Operations and Maintenance | 0153000 | WCF |
| Reimbursable Alterations | 0166000 | WCF |
| Facilities Services Division | 0178000 | WCF |
| Building Management Division | 0180000 | WCF |
| GSA Space Rent | 7200000 | A&R |
| PEPCO | 7201000 | A&R |
| Steam | 7202000 | A&R |
| Water | 7204000 | A&R |
| Overtime Utilities | 7203000 | A&R |
| Council of Economic Advisors | 7918000 | A&R |
| Reimbursable - Other Ad Hoc Expenditures | 7919000 | A&R |

WORKING CAPITAL FUND (WCF) PROJECTS

PUBLICATIONS PROCUREMENT PROJECT 0104000

Description of Service: This project funds publication services procured from off-site vendors via OAS credit card procurement and other non-GPO contracts. HCHB self service copy center equipment costs are also funded within this project code.

Basis of Charge: This billing algorithm consists of four parts. (1) All publication work procured via GPO contracts is billed directly to the bureaus by GPO on an actual cost basis. (2) All publication work procured via OAS purchase cards or contracts are paid for out of project 0104000 and are then billed directly back to the operating units on an actual cost basis. (3) All charges, incurred while using the HCHB self-service copy equipment, are billed to the operating units and based on actual usage. (4) All overtime, required to meet emergency customer requirements, is billed directly to the operating units based on actual labor overtime costs.

MULTIMEDIA DIVISION PROJECT 0110000

Description of Service: In-house government staff performs the following services for HCHB- Departmental tenants: conducts pre-planning requirements analysis for large publication projects; performs contract administration for purchase card procurement; establishes delivery schedules based on customer requirements; performs off-site document inspections prior to final contractor publishing; writes specifications for new term contracts; and, monitors and evaluates current contracts for modifications. In addition, this project establishes and maintains the Department's open requisitions for printing and graphics services contracts. This project provides in-house employees and contract management support for Publications Procurement, Project 0104000. This project provides in-house production work for customers in the following areas: electronic formatting for documents and publications; electronic forms processing; web design; on demand publishing; high speed copying (separate from the HCHB Self Service Copy Center); and, in-house art design. In addition, performs management analysis; maintains and tracks requisitions in Production Tracker; and, prepares reports and billing documents. All work is performed, in-house, by Government employees or on-site contractors.

Basis of Charge: This billing algorithm consists of two parts: (1) Costs for contract administration for publications services are allocated to operating units based on their percentage of prior year usage. (2) Reimbursable special projects are billed at the actual cost of the service provided and are not included in the prior year activity usage algorithms.

MAIL AND SERVICE DIVISION PROJECT 0120000

Description of Service: Provides mail services to the operating units, HCHB staff offices, and provides policies, procedures, and services to nationwide offices. Included are delivery of

incoming USPS, interoffice and messenger mail from the operating units located outside the HCHB; pickup and processing of outgoing mail; provision of special mail accountability services (registered mail, certified mail, and express mail); distribution of newspapers; management of the courier service center for the receipt, tracking, and delivery of materials delivered by courier to HCHB; and, internal and DoC-wide distribution of publications and materials (Congressional materials, Code of Federal Regulations). This project also serves as the Contracting Officer's Technical Representative (COTR) to monitor the HCHB mail services contractor.

Basis of Charge: This billing algorithm consists of four parts: (1) Costs for providing mail/messenger and related services, and shipping & receiving are allocated to operating units based on HCHB population. (2) Metered mail, FedEx and UPS are manually billed to operating units based on actual usage. (3) Other special services are allocated to operating units based on estimated cost(s). (4) Nationwide services are allocated to operating units based on nationwide population.

TRAVEL MANAGEMENT DIVISION PROJECT 0121000

Description of Service: This office provides operational travel services to include travel policies and procedures for the Department of Commerce and its Bureaus; acts as Program Manager for E-Travel and travel charge card services; processes passport/visa applications for HCHB personnel; manages the disbursement of HCHB convenience checks and debit card program; provides for the shipment of household goods for employees in a Permanent Change of duty Station (PCS) status; regulatory reporting to OPM and OMB, and provides E-Travel Project Implementation and Deployment Management and oversight. In coordination with the Department of Transportation, administers the Metro Transit Benefit Subsidy program.

Basis of Charge: This billing algorithm consists of two parts: (1) Costs are allocated to operating units based on percentage of bureaus on-board nationwide population. (2) Costs for HCHB services to operating units based on HCHB population.

ADMINISTRATIVE OPERATIONS PROJECT 0122000

Description of Service: Provides for the management of OAS' administered programs, including information technology, personal property, mail management services, and support services. In addition, this project provides Departmental policy and oversight for the personal property, fleet, mail, printing programs and information technology for Departmental functional systems in the personal property (Sunflower) and development, implementation, inventory and management of this and other system in OAS (e-travel). In addition maintains the Personal Property Management Manual, Publishing and Printing Management Manual, and Department of Commerce Mail Management Manual. Provides policy, oversight, and clearance for the establishment and use of seals, emblems, and logos; provides liaison services with GSA, USPS and FedEx in providing a nationwide mail management program; and, serves as the DoC liaison with the Office of Management and Budget, the Joint Committee on Printing, and the Government Printing Office

regarding Departmental publication matters. OAS serves as the liaison with GSA, Citibank and other vendors.

Basis of Charge: Costs are allocated to the operating units based on the underlying algorithms of the programs this Project manages. (0110, 0120, 0123, and 0125)

INFORMATION TECHNOLOGY PROJECT 0123000

Description of Service: This project reviews requirements for Departmental functional systems in the personal property area (e.g., Sunflower) and participates in the planning, development, implementation, inventory, and management of this and other systems (e.g., Real Property Management System, eTravel System). In addition, this project provides information technology support to the Office of Administrative Services.

Basis of Charge: This billing algorithm consists of two parts: (1) Sunflower system support costs are allocated to bureaus based on actual property in inventory; (2) All other support systems costs are allocated to the operating units based on nationwide, on-board population.

PROPERTY AND FLEET MANAGEMENT BRANCH PROJECT 0125000

Description of Service: Coordinates DoC implementation of Government-wide programs for acquiring, managing, utilizing and disposing of personal property through the Sunflower system; advises and assists HCHB tenants regarding personal property management; and, coordinates the submission of special and recurring reports. This project provides property tracking accountability services for the OS. In addition, controls, reports on, and authorizes in consultation with the OIG, the disposal of gifts to Departmental employees by foreign governments. Serves as the liaison with GSA, OMB, and DOE in overseeing the motor vehicle fleet management program for the Department.

Basis of Charge: This billing algorithm consists of four parts: (1) Personal property operations costs are allocated to OS based on inventory size. (2) Excess property operating costs are allocated to operating units based on HCHB population. (3) Fleet Management liaison costs are allocated based on nationwide, on-board, population. (4) All other costs are allocated to the OS based on OS HCHB population.

MANAGEMENT RESOURCE DIVISION PROJECT 0129000

Description of Service: This project provides administrative and executive support services to the Office of Administrative Services in the areas of human resource management liaison, budget formulation and execution, acquisition, quality control audits, billing analyses, training coordination, and employee awards oversight. In addition, this project provides administrative

oversight, policy development, analysis, and studies of OAS administered programs.

Basis of Charge: The billing algorithm consists of two parts: (1) Services provided to OAS offices are allocated based on their percentage of FTE assigned to OAS. (2) All other costs are allocated to operating units based on nationwide, on-board population.

SPACE MANAGEMENT DIVISION PROJECT 0138000

Description of Service: This project provides the full range of space management services to the Department of Commerce offices in the Herbert C. Hoover Building (HCHB). These services include design, cost estimates, schedules, space planning, construction, and procurement of reimbursable contractual services to include carpet, furniture, furnishings and draperies. In addition, the project monitors and oversees the assignment of space in order to generate accurate occupancy data used to authorize financial reimbursements to the General Services Administration for spaces occupied at the HCHB.

Basis of Charge: Costs are allocated to operating units based on HCHB population.

OFFICE OF REAL ESTATE POLICY AND MAJOR PROGRAM PROJECT 0147000

Description of Service: This project coordinates DoC implementation of Government-wide programs for the acquiring, managing, utilizing, and disposing of real property; provides technical advice and assistance to DoC operating units; develops procedures to implement DoC real property, environmental, and energy policies; participates in DoC reviews; manages DoC programs for energy, environment, and real property utilization; manages *Building Delegation Program* funding; serves as nationwide data manager for the Federal Real Property Management System; coordinates the submission of special and recurring reports in all areas of responsibility; and, serves as liaison with GSA, EPA, NIST, FEMA, DOE, and other federal agencies and laboratories on program matters.

Basis of Charge: This billing algorithm consists of two parts: (1) Costs are allocated to the HCHB Building tenants for management of the HCHB under the GSA Building Agreement. (2) All other costs are allocated to operating units based on nationwide on-board population.

OFFICE OF SPACE AND BUILDING MANAGEMENT PROJECT 0148000

Description of Service: Provides oversight of building services provided to HCHB tenants and visitors through the *Building Delegation (projects 0178 & 0180)*. In addition, this project provides conference room scheduling, coordination of special events held in the HCHB lobby and auditorium; and audiovisual and support for the HCHB occupants and distinguished visitors. Manages the carpool and parking programs for the HCHB. Oversees the facility operations of the

Child Care Center located in the HCHB.

Basis of Charge: Costs are allocated to operating units based on HCHB population.

JOINT USE SPACE - HCHB PROJECT 0150000

Description of Service: Provide for the upkeep and improvement of Joint Use Space. Joint Use Space is defined as space that can be occupied by Federal agency personnel with associated amenities that are available for common use. The HCHB areas designated as Joint Use Space include: Commerce Occupational Health Organization (COHO), Auditorium, conference rooms, DoC Credit Union, cafeteria, ADTRAV, Randolph-Sheppard vending stands, DoC Child Care Center, office supply store, and vacant space.

Basis of Charge: Costs are allocated to operating units based on HCHB population.

HCHB OPERATIONS & MAINTENANCE PROJECT 0153000

Description of Service: This project is the billing mechanism for the Building Delegation Program. The account covers contract costs for custodial services, landscaping, pest control, trash removal, elevator services, utility services to heat and cool the building, and other closely related services for the upkeep and maintenance of the HCHB.

Basis of Charge: Costs are allocated to operating units based on HCHB population.

REIMBURSABLE ALTERATIONS PROJECT 0166000

Description of Service: This project provides reimbursable renovation and alteration services (other than maintenance) performed by contractors and/or in-house craftsmen.

Basis of Charge: Operating units are billed all cost(s) of the reimbursable services, materials and man-hours required to complete the requested jobs.

BUILDING DELEGATION PROJECTS 0178000-Facilities Services Division and 0180000-Building Management Division

Description of Service: The *Building Delegation* provides services for operating and maintaining the HCHB. The accounts cover contract costs for custodial services, landscaping, pest control, and trash removal. The building management account covers supplies and labor costs for the maintenance of electrical systems, plumbing, carpentry, and elevators throughout the HCHB. These services are provided by in-house personnel and/or thru contracts. The building management account also covers WCF costs, safety materials, and uniform allowances. Recurring repair projects in the HCHB are charged to these accounts.

Basis of Charge: Funding for the above accounts is billed to Project 0153 and allocated based on HCHB occupancy (square footage).

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

GSA SPACE RENT PROJECT 7200000

Description of Charge: The General Services Administration bills agencies “Space Rent” in accordance with P.L. 92-313. GSA bills the Office of the Secretary monthly for rental of the Herbert C. Hoover Building and other selected locations (Washington, D.C.; Sunrise, FL; Gaithersburg, MD; Norfolk, VA; and Springfield, VA). This project has been established to provide a central billing mechanism for GSA to collect charges incurred by DoC bureaus for space occupied at various locations. In addition, this project provides car-pool parking at local garages for HCHB occupants.

Basis of Charge - Manual: Costs for space rent are billed to each bureau based on proportion of space occupied versus total square footage in the HCHB and other Commerce facilities. Costs for car-pool parking are billed to each bureau based on actual usage (# of spaces).

PEPCO PROJECT 7201000

Description of Service: This project consists of HCHB electricity payments.

Basis of Charge: Costs for electricity are billed based on HCHB population.

STEAM PROJECT 7202000

Description of Service: This project is used to pay GSA for steam consumption.

Basis of Charge: Costs for steam are billed based on HCHB population.

OVERTIME UTILITIES PROJECT 7203000

Description of Service: This project charges HCHB organizational units and offices for additional utility costs (i.e., electricity, steam, or cooling) furnished outside the GSA-funded, standard hours of Monday through Friday, 8:00 A.M. to 5:00 P.M.

Basis of Charge: Operating units are billed based on actual requested usage for utility services above the GSA standard as prescribed by GSA formulas.

WATER PROJECT 7204000

Description of Service: This project consists of HCHB water payments.

Basis of Charge: Costs for water are billed based on HCHB population.

COUNCIL OF ECONOMIC ADVISORS PROJECT 7918000

Description of Service: Printing costs are collected for graphics services only on the economic indicator charts provided monthly by the White House.

Basis of Charge - Automatic Monthly: All costs are billed to Census for Project 7918000.

REIMBURSABLE- OTHER PROJECT 7919000

Description of Service: Throughout each fiscal year, the Department incurs obligations and makes commitments for various services performed by both private firms and other government agencies. These projects were established to achieve minimum total costs through utilizing one billing source to private firms, thereby taking advantage of such items as group rates on participating functions and to accommodate various government agencies that prefer one billing at the Department level.

Basis of Charge: Each bureau's share of the Department's FTE is the basis for billing (7919000 - automatic monthly billing).

OFFICE OF BUDGET

The Director of the Office of Budget (OB) serves as the Secretary's representative in all matters related to budget. OB oversees all segments of the Commerce budget process, from the beginning of the budget formulation process via guidance to the bureaus to the conclusion of the process in which OB addresses all past outstanding budget issues. The Director serves as the primary adviser to the Secretary with staff members serving as advisers both to senior DoC officials and to bureau staff. OB also tracks the performance of each of the bureaus on a quarterly basis making certain that senior Commerce staffs are informed, particularly in the case of any problem areas. Once the fiscal year has ended, OB produces a final report covering the performance for the Department for that particular year.

MANAGEMENT OFFICIALS

NEIL SHAPIRO, Acting Director Office of Budget

HCHB Room 5820, 482-4648

Vacant, Deputy Director Office of Budget

HCHB Room 5820, 482-4648

LIST OF PROJECTS

COMMERCE-GPRA

7139000

A&R

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

COMMERCE - GPRA PROJECT 7139000

Description of Service: The Department is required to fulfill eight mandates set forth in the Government Performance and Results Act (GPRA) and performance requirements as specified by Circular A-11. These mandates are: (1) Finalization of the FY 2008 Performance and Accountability Report (PAR); (2) Preparation of the FY 2009 PAR; (3) Oversight of the integration of performance information with the annual budget submission to produce a performance-based budget including the integration of performance data in the Budget in Brief; (4) Oversight of the Departmental review and coordination of the OMB Program and Assessment Rating Tool (PART) reviews of bureau programs; (5) Overview of the budget and performance integration initiative of the President's Management Agenda; (6) Coordination of any updates and modifications to the Department's Strategic Plan; (7) Coordination of quarterly performance briefings by the bureau heads to the Deputy Secretary; and (8) Coordination of the planned Performance Improvement Initiative (PII) of the President's Management Agenda (PMA)

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

OFFICE OF THE CHIEF INFORMATION OFFICER

The Office of the Chief Information Officer (OCIO) leads the management and use of information resources throughout the Department, ensuring that the Department's programs make full and appropriate use of information technology (IT). Its mission is to support the use of leading edge information technology to enable the Department to accomplish its mission effectively and at the lowest cost, with excellent program products and services for its customers. The OCIO was created to implement the Information Technology Management Reform Act of 1996, known as the Clinger-Cohen Act. The Office oversees the \$2 billion annual IT expenditures of the Department of Commerce. The office develops and implements a DoC Information Technology Security Program, to ensure the confidentiality, integrity, and availability of information and IT resources. Staff personnel develop, coordinate, and implement DoC policies and procedures to promote electronic commerce to provide timely and comprehensive services to the Department's customers via the Internet. As a DoC service-providing entity, OCIO also provides telephone and network services for the HCHB, data center services, IT help desk and electronic mail (e-mail) system support, and administrative systems support, but excluding financial systems under Department Organization Order DOO 20-27.

Additionally, OCIO implements applicable provisions of 40 U.S.C. 759 (Federal Information Processing Standards), and provides DoC-wide guidance for acquiring, managing and using telecommunications-related IT resources. The three project descriptions that follow and the Department Organization Order 15-23, governing OCIO's responsibilities, offer further insight on services provided.

MANAGEMENT OFFICIALS

SUZANNE HILDING, Chief Information Officer
HCHB Room 5029, 482-4797

VACANT, Deputy Chief Information Officer/Chief Technology Officer
HCHB Room 5027, 482-2607

LIST OF PROJECTS

| | | |
|---|---------|-----|
| Department-wide IT Programs | 0702000 | WCF |
| Office of the Secretary IT Support Services | 0703000 | WCF |
| HCHB Network | 0706000 | WCF |
| National Archives | 7149000 | A&R |
| GSA WITS Telephone Service | 7172000 | A&R |
| FTS Long Distance - HCHB | 7176000 | A&R |
| IT/Procurement Conferences | 7926000 | A&R |
| E-Gov Initiatives | 7946000 | A&R |
| DoC Initiatives | 7947000 | A&R |
| Security and Emergency Network | 7948000 | A&R |

WORKING CAPITAL FUND (WCF) PROJECTS

DEPARTMENT-WIDE IT PROGRAMS PROJECT 0702000

Description of Service: This project provides support for Department-wide IT programs, including coordination and integration of the enterprise architecture, supporting the Commerce IT Review Board and IT investment process, and assisting with automated administrative systems that cross DoC organizational and functional boundaries (e.g., Web T&A, WebCIMS, DoC Home Page, Commerce Learning Center, Employee Notification System, etc.). This project also supports DoC's program for IT security, critical infrastructure protection, and technology. Additionally, the project includes all aspects of IT security policy, procedure, management, oversight, and reporting related to DoC IT systems; the development and implementation of the critical infrastructure protection, including Department-wide IT Continuity of Operations Planning; and the application of leading-edge technology to the Department's mission areas.

Basis of Charge: Costs are billed to operating units and offices based upon their share of the Department's FTE ceiling.

OFFICE OF THE SECRETARY IT SUPPORT SERVICES PROJECT 0703000

Description of Service: This project provides all aspects of IT support for the office of the Secretary (OS). These activities include: desktop/office automation support; electronic mail and wireless messaging system support; hardware and software operations and maintenance; the IT Customer Service Center (Help Desk); Continuity of Operations Support for IT for OS; and facilitating communications DoC-wide with other federal agencies as well as the public sector. Offices within the OS may have to pay for the installation and wiping of desktop computers, contingent upon the budget availability in Project 0703. These funds are needed for additional contractor labor and overtime.

Basis of Charge: Costs are distributed among the Office of the Secretary/Departmental Management accounts (S&E, WCF, and OCS) on the basis of their share of FTE.

HCHB NETWORK PROJECT 0706000

Description of Service: This project provides secure high-speed network services to customers in the HCHB and Ronald Reagan Building. This project also specifically supports ESA's current LAN and remote offices. The new infrastructure is controlled, maintained, and enhanced by a single, central entity, the HCHB Network Operations Center (NOC), which connects the individual networks and enhances interoperability among heterogeneous environments. This project provides Voice over Internet Protocol (VoIP) telephone services, ensuring superior sound quality and reliability. The project also provides an Emergency Broadcast System (EBS) that delivers emergency broadcasts via the VoIP telephone system to all VoIP telephones located in

employees' offices. Additionally, the project provides a Public Address System (PAS) that delivers emergency broadcasts to HCHB common areas (e.g., hallways, restrooms, stairwells, parking garages, lobby, cafeteria, etc.) via wall-mounted speakers and strobe lights. Finally, this project provides all aspects of external connectivity, including Internet service consisting of high-speed telecommunications access, Internet Service Provider (ISP), and required hardware and software to manage Internet access.

Basis of Charge: Costs are billed to HCHB operating units and offices based upon their share of the number of phone lines installed in the Herbert Clark Hoover Building and the Ronald Reagan Building, as well as an interagency agreement between DOC/OCIO and ESA for full IT support services.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

NATIONAL ARCHIVES PROJECT 7149000

Description of Service: The National Archives and Records Administration (NARA) stores and services DoC records in a safe and secure environment. The records are stored in NARA's records centers (including the Washington National Records Center and the National Personnel Records Center) where legal ownership of the records remains with DoC.

Basis of Charge - Manual: Bills from NARA will be allocated to bureaus based on the actual cost of the total cubic footage of records stored at NARA and related transactions.

GSA WITS TELEPHONE SERVICES-HCHB PROJECT 7172000

Description of Service: This project was established for the monthly telephone bills covering common usage charges, local message unit charges, directory assistance and related charges in the Herbert C. Hoover Building and other selected Commerce locations. FTS 2001 long distance charges are not included in this project (see Project 7176000 below).

Basis of Charge - Automatic Monthly: Costs are billed to HCHB operating units and offices based upon their share of the number of phone line installed in the Herbert Clark Hoover Building and the Ronald Reagan Building.

FTS LONG DISTANCE - HCHB PROJECT 7176000

Description of Service: This project was established for the monthly FTS 2001 Long Distance telephone bills. In FY 2004, the General Services Administration (GSA) changed its method of billing long distance services. In the past GSA billed DoC bureaus directly for their long distance services. Beginning in FY 2004, GSA billed the Office of the Secretary for long distance services in the HCHB and will continue this method of billing.

Basis of Charge - Manual: Costs are billed to operating units based on actual usage.

IT/PROCUREMENT CONFERENCES PROJECT 7926000

Description of Service: This project provides funding for OS workshops, conferences, seminars, and offsite retreats that enable employees to enhance job skills to achieve program and Departmental goals and mission. It also provides a forum to discuss strategic planning and future opportunities for improvements.

Basis of Charge - Manual: Operating units will be billed based on participation in the conferences.

ELECTRONIC GOVERNMENT (E-GOV) INITIATIVES PROJECT 7946000

Description of Service: This project was established to serve as the central processing point for Commerce's share of funding for the E-Government initiatives, in which we participate (e.g., E-Rulemaking, Business Gateway, Grants. Gov, Integrated Acquisition, Financial Management LOB, Human Resources LOB, Grants Management LOB, Budget Formulation and Execution LOB, IT Infrastructure LOB and E-Travel). The funds are distributed via Memorandum's of Understanding with managing partners. These initiatives must receive concurrence from the Senate Appropriation Committee before any funds are reprogrammed.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and offices based on an initiative specific algorithm.

DEPARTMENT OF COMMERCE INITIATIVES PROJECT 7947000

Description of Service: This project was established to serve as the central processing point for IT goods and services purchased Department-wide with funding provided through Memorandum of Understandings between OCIO and the operating units. Each task code (ITS, SMB, MSE, RBT, CSA) indicates the goods or service being purchased.

7947000/ITS - This is an optional Contract Line Item Number (CLIN) on the OCIO IT Services contract. Operating units (OUs) can use it on an as-needed basis for IT-related support (i.e., during FY08 NOAA utilized for IT security policy and compliance reviews). The OUs identify a need, we process a MOU with them, mod the current contract for the support.

7947000/SMB - In order to meet OMB technical controls of sensitive information, a department-wide enterprise "Safeboot" license was procured. This Safeboot licenses must be maintained annually, via contract modification. Until further notice, MOUs will be accomplished by the Office of the Secretary (OS), Office of Acquisition Management (OAM) between OCIO and the benefiting bureau(s).

7947000/MSE - The department currently has a Microsoft Enterprise contract in-place, through which the department receives economies of scale for purchasing various Microsoft

hardware/software products and services (i.e., desktops, software, etc). A decision has yet to be made on continuing department-wide license support via contract and subsequent operating unit MOUs. The current contract expires May 2009.

7947000/RBT – In order to meet OMB requirements for training and overseeing personnel with “*significant information security responsibilities*”, a department-wide contract was initiated to provide such training. This contract which provides multiple subject area disciplined support in IT security “Role-Based training”, will expire in May 2009.

7947000/CSA – DOC/OCIO directs the computer security and critical infrastructure protection programs which ensure the security of Commerce systems by assisting operating units in identifying and implementing process controls for their sensitive, critical and classified automated systems. DOC/OCIO selected the Department of Justice’s (DOJ) model in September 2007 for providing CSAM application access for the department. OCIO in turn executed MOUs with each of the OUs to obtain funds to cover each unit’s fair share to implement CSAM department-wide.

Basis of Charge: Manual billing. Each operating unit’s cost is allocated and billed according to the signed Memorandum of Understanding.

SECURITY AND EMERGENCY NETWORK INITIATIVES PROJECT 7948000

Description of Service: This project was established to provide intelligence and executive support to senior DOC officials, as well as, to provide high-level communication network connectivity during periods of national emergencies. Operating units may be billed for their unique interconnection requirements such as networking infrastructure equipment and services. These activities include: desktop automation support; electronic mail service; hardware and software operations and maintenance; and network infrastructure management and operations.

Basis of Charge: Costs are billed to HCHB operating units and offices based upon their share of the number of users and systems interconnected to the National Security and Emergency Network.

CHIEF OF STAFF

The Chief of Staff (CoS) serves as the Secretary's representative with other Federal agencies and as the principal advisor on policy, planning and operational matters regarding Schedule C and non-career executive positions of the Department. The CoS reports to the Secretary of Commerce and is responsible for providing managerial support to the Secretary in formulating, implementing and administering the policies and program operations of the Department of Commerce, in coordinating actions required of the Department as a result of executive policy decisions and actions, and in the performance of information and outreach activities directed at facilitating the business community's interaction with the Federal Government.

MANAGEMENT OFFICIAL

VACANT, Chief of Staff

HCHB Room 5858, 482-4246

LIST OF PROJECTS

Office of Scheduling and Advance

7006000

A&R

White House Liaison

7021000

A&R

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

OFFICE OF SCHEDULING AND ADVANCE

PROJECT 7006000

Description of Service: This project funds planning and coordination of external scheduling for the Secretary of Commerce. The office is responsible for providing scheduling, advance, and logistical support for the Secretary's domestic and international meetings, conferences, and special activities and initiatives. These conferences and meetings support the programs and policies of the bureaus and operating units of the Department.

Basis of Charge - Automatic Monthly: There are two parts to this billing algorithm: ITA is charged a set percentage of this project and the remaining costs are billed to operating units and bureaus based on their share of the Department's FTE.

WHITE HOUSE LIAISON PROJECT 7021000

Description of Service: This project funds the cost of the Office of White House Liaison. Functions of this office include, but are not limited to, overseeing the appointment process for executive positions throughout the Department, appointments of people from outside of Commerce to Department boards/commissions based on the qualifications set forth in the charter, preparing special reports, and managing specific projects at the request of Secretarial Officers.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

OFFICE OF CIVIL RIGHTS

The Office of Civil Rights (OCR) develops and manages DoC's Equal Employment Opportunity (EEO) policies and programs. It serves to ensure that people with disabilities have access to DoC's programs and facilities. It also serves to ensure nondiscrimination in DoC supported activities and programs. In support of DoC's goals to achieve diversity and affirmative employment, OCR develops and maintains monitoring systems to assess DoC's affirmative employment and diversity initiatives. OCR assists operating units in developing action plans to address barriers to equal opportunity and diversity issues and provides EEO counseling, and Alternative Dispute Resolution (ADR) services to the OS and other DoC components as determined. The project narrative that follows and the Departmental Organization Order 20-10, which governs the responsibilities of the Office of Civil Rights, provides further insight on services provided.

MANAGEMENT OFFICIALS

SUZAN J. ARAMAKI, Director

HCHB Room 6012, 482-0625

KATHRYN H. ANDERSON, Chief, Administration & Special Projects Division

HCHB Room 6009, 482-0625

SUSAN THOMAS, Chief, Compliance Division

HCHB Room 6008, 482-4993

JORGE PONCE, Chief, Departmental Policy and Evaluation Division

HCHB Room 6010, 482-5691

BERNADETTE WORTHY, Chief, Client Services and Resolution Division

HCHB Room 6010, 482-5691

LIST OF PROJECTS

| | | |
|---------------------------|---------|-----|
| Civil Rights | 0532000 | WCF |
| Decennial Census | 0535000 | WCF |
| Diversity Employment Plan | 7122000 | A&R |
| MSI Initiative | 7151000 | A&R |
| Cultural Awareness | 7155000 | A&R |

WORKING CAPITAL FUND (WCF) PROJECTS

CIVIL RIGHTS PROJECT 0532000

Description of Service: OCR performs activities related to DoC's civil rights policy programs (previously called affirmative employment program) and discrimination complaint processing for OS and operating units. The office investigates discrimination complaints from DoC employees and job applicants. It also investigates complaints from the public concerning discrimination in programs receiving federal financial assistance, including access to DoC-funded and DoC-conducted programs and facilities to persons with disabilities. Other services include overseeing the DoC Alternative Dispute Resolution (ADR) process; establishing and maintaining an effective uniform EEO data system for the purpose of developing barrier analyses and formulating strategic solutions to under representation; coordinating with the Office of Human Resources Management and other Departmental offices in outreach activities to increase the number of qualified applicants in underrepresented populations; and coordinating Departmental and bureau compliance with laws, regulations, and external and internal policies related to workforce composition barrier analyses and solutions, special emphasis programs, limited English proficiency, and support of Minority Serving Institutions. (DOO 20-10, DAO 215-5, DAO 215-3, DAO 215-4, DAO 215-11, DAO 209-8, 29 CFR 1614 and 15 CFR Parts 8-8c.)

The Client Services and Resolution Division (CSRD) (previously called EEO Officer) manages the informal complaint process for the Office of the Secretary, BEA, and all bureaus within the HCHB except NOAA. The CSRD identifies, secures and trains full-time and collateral duty EEO counselors; oversees the performance of the EEO counseling staff for the serviced bureaus and oversees the ADR program Department-wide. The CSRD negotiates, drafts, and secures clearances for complaint settlements within its service population; provides guidance to employees, applicants and bureau officials on the EEO process and complaint activity; maintains case records of serviced bureaus; and trains bureaus in conflict resolution, diversity, and discrimination complaint processes.

OCR's Compliance Division manages the formal complaint process. It identifies, secures and trains full-time EEO staff investigators and contractors; and oversees the performance of the EEO investigative and adjudication staff and contracted investigative and adjudication services. The discrimination complaint investigations must provide sufficient information for DoC and its operating units to determine unlawful discrimination. The investigative reports are issued to operating units and complainants for the purpose of settlements. DoC uses the reports for its final decisions and representation before the Equal Employment Opportunity Commission the Merit Systems Protection Board and courts.

Basis of Charge: This billing algorithm consists of two parts: (1) Charges for Policy and Affirmative Employment services are allocated to participating operating units based on their prorated share of the total FTE, excluding PTO, CEN, NOAA, & NIST; and

(2) Costs for informal complaint processing services and informal ADR for operating units serviced by CSRD, staff-conducted investigations, and formal ADR are allocated to participating operating units based on staff hours spent on complaint-related work attributable to each operating unit as captured in OCR's time accounting system.

CIVIL RIGHTS PROJECT 0535000

Description of Service: This project provides for the processing of Equal Employment Opportunity complaints filed by employees of the 2010 Decennial Census. The project provides for the establishment of a temporary office at Census Headquarters to handle the anticipated high volume of complaints. Specific services to be performed are investigation, adjudication and coordination with the Census EEO Office, Field Division, and Office of General Counsel.

Basis of Charge: The costs are billed to Census

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

DIVERSITY EMPLOYMENT PLAN - OCR (Initiated in FY-2000) PROJECT 7122000

Description of Service: Activities supported by this project will promote partnership opportunities with various stakeholder groups. This project will target outreach efforts to enhance diversity in employment and career development.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

MSI INITIATIVE - OCR (Initiated in FY-2001) PROJECT 7151000

Description of Service: This project conducts corporate outreach efforts at Minority Serving Institutes (MSIs), Hispanic Serving Institutions (HSIs), Historically Black Colleges and Universities (HBCUs), and Tribal Colleges and Universities (TCUs). Participates in conferences at MSIs and conducts MSI Conferences. Develops, implements, and monitors comprehensive MSI policies, procedures, and programs as related to the Department's mission and its bureaus.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

CULTURAL AWARENESS PROJECT 7155000

Description of Service: In accordance with the Public Law, the President annually directs Federal agencies to recognize and acknowledge contributions made by minorities, women, and disabled persons. Managing this changing workforce requires programs and activities to promote and foster an environment that appreciates diversity, respects cultural similarities and differences, and acknowledge the principles of equal opportunity. This project was established to develop, in cooperation with operating units, appropriate cultural diversity training programs, observances, ceremonies and special activities. Reasonable accommodations, such as sign language interpreting, are provided in this project.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the HCHB population.

OFFICE OF FINANCIAL MANAGEMENT

The Office of Financial Management (OFM) formulates and prescribes DoC-wide accounting, financial management, fiscal policies, procedures, and controls, as well as, assists DoC components in its implementation. It assists bureau finance offices in audit matters and ensures that the Department complies with all related laws, regulations and guidelines. The OFM, which is responsible for enhancing DoC's financial management develops, issues and maintains all financial manuals, handbooks, and related directives. The office serves to successfully maintain, and continuously improve the Commerce Business System (CBS). CBS is a modern financial management system directly supporting integrated work and resource planning, integrated financial, and program performance measurement. The office also provides operational budget services to OS and other designated operating units. Services involve administering the DoC Working Capital Fund, Salaries and Expenses Appropriation, the Advances and Reimbursement Account, the Gifts and Bequests Fund, and all activities in the Departmental Management Accounts.

The OFM also serves to provide timely and quality financial information to all Departmental decision makers. Through the successful execution of this task, OFM enables program managers to function as knowledgeable and accountable fiscal managers. The five project descriptions that follow and the Department Organization Order 20-27 governing OFM's responsibilities, offer further insight on services provided.

MANAGEMENT OFFICIALS

LISA A. CASIAS, Director

HCHB Room 6827, 482-0766

GORDON T. ALSTON, Deputy Director

HCHB Room 6827, 482-0753

TERESA S. COPPOLINO, Director, Financial Management Systems

Gaithersburg, MD, 301/355-5501

LIST OF PROJECTS

| | | |
|---|---------|-----|
| Executive Budgeting | 0441000 | WCF |
| Commerce Business System (CBS) | 0443000 | WCF |
| Financial Policy and Assistance | 0446000 | WCF |
| Reimbursable Details (Federal Career Interns) | 7902000 | A&R |
| Ad Hoc Expenditures | 7905000 | A&R |
| DoC Independent Financial Audits | 7906000 | A&R |
| PMC Council (CIO/CFO/FAC/CHCO) | 7945000 | A&R |

WORKING CAPITAL FUND (WCF) PROJECTS

EXECUTIVE BUDGETING PROJECT 0441000

Description of Service: The Office of Executive Budgeting (OEB) provides comprehensive budget services for all accounts in Departmental Management including Salaries and Expenses, Advances and Reimbursements, Franchise Fund, Emergency Steel Guarantee Loan Program, Emergency Oil and Gas Guarantee Loan Program, Gifts and Bequests, Working Capital Fund, HCHB Renovation and Modernization and the GSA Building Delegation Fund. The OEB services include formulating, presenting and justifying the Secretarial, OMB and Congressional budgets; preparing, reviewing and presenting operating budgets and monitoring actual results against approved budgets

In addition, OEB prepares reports for the DoC bureaus and Budget Office, the OMB and the Congress detailing budgetary resources, actual obligations, outlays and employment. The office processes obligating documents, allocates resources, and monitors spending for Secretarial offices. Such services are also provided to offices reporting to the Office of General Council (OGC), Office of Chief Information Officer (OCIO), and Chief Financial Officer/Assistant Secretary of Administration. The OEB also conducts liaison activities for Departmental Management under this activity.

Basis of Charge: Costs are billed among the Departmental Management accounts (S&E, WCF and Office of Computer Services) based on their share of the Department's FTE ceiling.

COMMERCE BUSINESS SYSTEM PROJECT 0443000

Description of Service: This project provides the day-to-day management for maintenance and operational support of the core Commerce Business System (CBS) which includes a core financial system and integrated modules for small purchases, purchase card, labor cost distribution, data warehouse and standard interfaces for grants, accounts payable, accounts receivable, acquisitions, the Corporate Database.

The OFM related services provided to the Departmental users include the following:

1. technical support for maintaining and modifying financial systems;
2. technical support for planning and business process re-engineering needed to utilize new financial systems (including defining requirements of functional users);
3. technical support for standard, integrated financial system feeder and interface development among operating units;
4. training and support for users of financial management systems; and
5. configuration management and software quality control for implementing changes to financial systems requested by the operating units, or mandated by law or regulation.

The project also provides systems analysis, definition, design, development, coordination and support of DoC's financial management systems for administrative and program management; and provides software design, development and integration services for financial management systems.

Basis of Charge: Costs are billed to operating units and offices based on their share of the Department's FTE ceiling.

FINANCIAL POLICY AND ASSISTANCE PROJECT 0446000

Description of Service: This project provides financial policy, reporting and analysis to aid operating unit managers and staff of central agencies in implementing the requirements of the:

1. Chief Financial Officers Act of 1990
2. Federal Accounting Standards Advisory Board (FASAB)
3. OMB circulars/ bulletins on financial statements form and content
4. Treasury Financial Manual
5. Federal Financial Management Improvement Act of 1996 (FFMIA)
6. Improper Payments Information Act of 2002

This project covers: 1) the development and preparation of the financial statement guidance issued to the bureaus; 2) the consolidated financial statements that are published in DoC's Performance and Accountability Report; 3) the quarterly consolidated financial statements (that are also in part submitted to OMB); 4) the Financial Statement Closing Package and FACTS I submissions to Treasury (Intragovernmental Transactions by Trading Partner, Master Appropriation File, and Adjusted Trial Balances); 5) the implementation of the policies contained in the financial management handbooks (Cash Management, Accounting, and Debt Management); and 6) financial management and accounting assistance provided to Departmental component financial management offices.

Basis of Charge: Costs are billed to operating units and offices based on their share of the Department's FTE ceiling.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

FCIP INTERNS REIMBURSABLE DETAILS PROJECT 7902000

Description of Service: This project was established to serve as the central processing point for the reimbursable details of the Federal Career Intern Program to requesting DoC bureaus and/or other federal agencies. This project is currently used to bill the Federal Career Intern Program.

Basis of Charge - Manual: Charges for actual detail costs will be billed directly to requesting organizations.

AD HOC EXPENDITURES PROJECT 7905000

Description of Service: Throughout each fiscal year, the Department incurs obligations and makes commitments for various services performed by both private firms and other government agencies. These projects were established to achieve minimum total costs through utilizing one billing source to private firms, thereby taking advantage of such items as group rates on participating functions and to accommodate various government agencies which prefer one billing at the Department level.

Basis of Charge: Whenever specific bureaus are involved, they will be billed directly (7905000 - manual billing). Costs are allocated and billed according to each bureau's share of the Department's FTE is the basis for billing.

DoC INDEPENDENT FINANCIAL AUDITS PROJECT 7906000

Description of Service: The CFO Act of 1990, as amended by the Government Management Reform Act of 1994, requires an audit of the Department's annual consolidated financial statements covering all accounts and activities of each office, bureau, and activity. This project funds the annual costs of providing the audit service.

Basis of Charge - Manual: Bureaus are assessed for a percentage of the annual audit contract costs based on the bureau's budget authority and level of effort needed by the contractor.

OS REIMBURSABLE DETAILS PROJECT 7907000

Description of Service: This project was established to serve as the central processing point for the reimbursable details of Office of the Secretary employees to requesting DoC bureaus and/or other federal agencies.

Basis of Charge - Manual: Charges for actual detail costs will be billed directly to requesting organizations.

PMC COUNCIL (CIO/CFO/FAC/CHCO) (Initiated in FY-2003) PROJECT 7945000

Description of Service: This project was established to serve as the central processing point for the Interagency management councils, as authorized through the Treasury/General Government Appropriations Act. Agencies each contribute to a central fund, administered by the General Services Administration, to support the approved projects of the President's Management Council (Chief Information Officers Council, Chief Financial Officers Council, Federal Acquisition Council and Chief Human Capital Officers Council).

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

OFFICE OF THE GENERAL COUNSEL

The Office of General Counsel (OGC) is the Department of Commerce's chief legal office. The OGC serves as the legal adviser to the Secretary, the Under Secretaries, the Assistant Secretaries, and other officers of the Department, including bureau heads. The project descriptions that follow and the *Department Organization Order 10-6*, governing OGC's responsibilities, offer further insight on services provided.

MANAGEMENT OFFICIALS

VACANT, General Counsel

HCHB Room 5870, 482-4772

VACANT, Deputy General Counsel

HCHB Room 5870, 482-4772

PAULO MENDES, Executive Officer

HCHB Room 5875, 482-0490

LIST OF PROJECTS

| | | |
|---|-----------------|-----|
| OGC Legislation and Regulation | 0030000 | WCF |
| Law Library | 0031000 | WCF |
| Legal Information Retrieval | 0032000 | WCF |
| OGC ITA - International Commerce | 0033000 | WCF |
| OGC ITA - Import Administration | 0034000 | WCF |
| OGC Census/ESA/BEA | 0038000 | WCF |
| OGC NIST | 0042000 | WCF |
| OGC BIS | 0045000 | WCF |
| OGC Administration | 0048000 | WCF |
| OGC Finance and Litigation | 0049000 | WCF |
| Executive Support | 7030000 | A&R |
| Complex Litigation Unit | 7031000 | A&R |
| Commercial Law Development Program (CLDP) | 7033000-7059000 | A&R |

WORKING CAPITAL FUND (WCF) PROJECTS

OFFICE OF THE ASSISTANT GENERAL COUNSEL FOR LEGISLATION AND REGULATION PROJECT 0030000

Description of Service: The Office of the Assistant General Counsel for Legislation and Regulation (AGC/L&R) evaluates proposed legislation to determine its impact on DoC policies, procedures, operations and existing statutory authority. This evaluation is used to develop DoC's position on proposed and pending bills. It involves coordinating the views of all DoC interested agencies. AGC/L&R works with client offices in drafting all DoC legislative materials (i.e., bills, testimony of Department officials, and reports to Congressional committees on legislative proposals). This includes draft Presidential messages on legislative proposals such as signing statements, veto messages, and special messages to the Congress. The office also assists program components in negotiating draft changes to pending bills and Committee reports.

On the regulatory side, AGC/L&R coordinates and ensures DoC compliance with Executive Orders governing the regulatory process, the Regulatory Flexibility Act, the Administrative Procedure Act, the Paperwork Reduction Act, and any other administrative or procedural regulatory requirements. AGC/L&R function includes maintaining status records of all draft regulatory actions being reviewed. AGC/L&R prepares or clears all DoC regulatory items published in the *Federal Register*. Those items that are reviewed by the Office of Management and Budget (OMB) under Executive Order 12866 are submitted to OMB by the AGC/L&R. This office also advises on and gathers submissions from all DoC operating units of their most important significant regulatory actions. AGC/L&R approved submissions are included in the Regulatory Plan of the United States Government as required by Executive Order 12866. Semi-annually, the AGC/L&R also prepares DoC's submission for the Unified Agenda of Federal Regulatory and De-regulatory Actions that are submitted to OMB and published in the *Federal Register*. All expressions of legal opinion on regulatory matters are either prepared or coordinated and cleared by AGC/L&R.

Of equal importance, AGC/L&R serves as the DoC's legislative and regulatory liaison officer with the OMB. This responsibility involves obtaining clearance and advice from OMB on all legislation and regulations, and providing advice to senior DoC officials who are to appear before Congressional committees.

Basis of Charge: Costs are billed to Departmental bureaus, based on prior year actuals, of office staffing and workload assignments. Each staff member tracks his/her time spent on the work of each bureau.

LAW LIBRARY & DEPARTMENTAL LIBRARY PROJECT 0031000

Description of Service: The Law Library makes legal resources available to DoC employees and the general public. Services include use and borrowing from the collection, reference and research assistance, and access to legal information retrieval systems. The collection consists of federal, Congressional and international materials. The Law Library serves as the centralized purchasing point for books and subscriptions ordered by the OGC staff, including on-line services. The Departmental Library provides services.

Basis of Charge: Costs are billed to operating units based upon their percentage of the HCHB population.

LEGAL INFORMATION RETRIEVAL PROJECT 0032000

Description of Service: The Law Library negotiates the contracts for DoC to access the LEXIS/NEXIS and WESTLAW legal information systems. The Law Library staff may run searches for DoC employees or the employees can perform the research at their own office computer terminal.

Basis of Charge: Bureaus are billed for on-line services based on historical patterns of usage.

ITA - OFFICE OF THE CHIEF COUNSEL FOR INTERNATIONAL COMMERCE PROJECT 0033000

Description of Service: The Office of the Chief Counsel for International Commerce (OCC/IC) provides programmatic legal advice to the International Trade Administration (ITA), except regarding those laws and programs administered by Import Administration. The office provides legal advice to the Under Secretary for International Trade, as well as the Assistant Secretaries for Trade Promotion, Manufacturing and Services, and Market Access and Compliance and their staffs, on international trade, intellectual property rights, and investment issues, as well as other programmatic issues faced by ITA. Some specific issues covered are:

1. International Trade and Investment Negotiations: OCC/IC provides legal support to U.S. international trade and investment negotiations on most of the non-agricultural subjects covered by such negotiations, including investment, services, electronic commerce, standards, intellectual property rights, competition policy, customs, government procurement, market access and dispute settlement.
2. Trade Agreement Compliance: OCC/IC works closely with ITA in reviewing complaints

by U.S. companies and other evidence of breaches of international trade and investment agreements to which the United States is a party, particularly the World Trade Organization Agreement and our free trade agreements, which adversely impact U.S. exports and investments. We also work with ITA on reducing or eliminating barriers to U.S. exports that are not prohibited by a trade agreement.

3. Export Promotion: OCC/IC serves as program legal counsel to the U.S. and Foreign Commercial Service (which has offices across the country and around the world to assist U.S. companies in exporting) and the Advocacy Center (which supports U.S. companies competing for specific international contracts or export opportunities), as well as to ITA personnel involved in other export promotion activities, such as trade missions, export transactions counseling, and the Export Trade Certificate of Review Program (which provides limited antitrust immunity for certified exporters of goods and services).
4. U.S. Trade, Intellectual Property, and Investment Law: OCC/IC advises ITA on the many U.S. laws and regulations that impact their mission, including the Foreign Investment and National Security Act, the Foreign Service Act, U.S. trade preference program laws, and Trade Promotion Authority legislation.

Basis of Charge: ITA funds all the work performed by this office.

ITA - OFFICE OF THE CHIEF COUNSEL FOR IMPORT ADMINISTRATION **PROJECT 0034000**

Description of Service: The Office of the Chief Counsel for Import Administration (OGC/IA) provides legal support to ITA, specifically the Assistant Secretary for Import Administration, in connection with the administration of laws regulating imports into the U.S., primarily the anti-dumping (AD) and countervailing duty (CVD) laws. The work is divided into the following areas:

1. Administrative Advice: OGC/IA works closely with IA in administrative proceedings to ensure that the ultimate decisions are defensible under U.S. law and consistent with prior practice and our international obligations, and do not have negative implications for U.S. objectives in related negotiations.
2. Litigation: OGC/IA plays a critical role in defending ITA's determinations before domestic courts and NAFTA bi-national panels, and in the WTO. In the case of domestic litigation, this entails working closely with the Department of Justice. The office has sole litigating authority for NAFTA panels and has primary responsibility, in consultation with USTR, for defending AD/CVD determinations in the WTO.
3. Trade Agreements: OGC/IA works closely with IA in negotiating and implementing a

range of multilateral and bilateral trade agreements, particularly in the areas of government subsidies, anti-dumping and countervailing measures, and dispute settlement.

4. Textiles: CC-IA also provides advice to IA's textile office (OTEXA) on a wide range of textile matters, including proceedings arising from FTAs such as NAFTA and CAFTA-DR, and in connection with China's accession to the WTO.

OGC/IA also provides legal support in connection with proposed legislation or regulations affecting any of the statutes IA administers, including the Foreign-Trade Zones Program, the Florence Agreement relating to duty-free entry of scientific instruments, and the Insular Possessions Watch Program.

Basis of Charge: ITA funds all the work performed by this office.

CENSUS/ESA/BEA - OFFICE OF THE CHIEF COUNSEL FOR ECONOMIC AFFAIRS PROJECT
0038000

Description of Service: The Office of the Chief Counsel for Economic Affairs (OGC/EA) provides legal advice on the major authorities, responsibilities and functions of the Economic and Statistics Administration (ESA). ESA consists of the Bureau of the Census, the Bureau of Economic Analysis, STAT-USA, and the staff offices of the Under Secretary of Commerce for Economic Affairs and Administrator of ESA. OGC/EA provides legal advice on issues associated with the collection and dissemination of statistical data concerning the domestic economy, certain social changes, United States investment abroad, and foreign investment in the United States. The office responds to legal questions arising from day-to-day operations, inter-agency activities, and policy development. It serves as legal advocate and liaison, and as required, the office assists the U.S. Attorneys Office and the Department of Justice with all litigation relating to ESA's mission, in particular litigation arising out of Decennial Census operations. The office also assists ESA by assessing the legal sufficiency of a variety of products such as Secretarial correspondence, legislative initiatives, bills, regulations, and Congressional testimony.

Basis of Charge: Census/ESA fund all the work performed by this office.

**NIST - OFFICE OF THE CHIEF COUNSEL FOR THE NATIONAL INSTITUTE OF STANDARDS
AND TECHNOLOGY AND THE NATIONAL TECHNICAL INFORMATION SERVICE** PROJECT
0042000

Description of Service: The Office of the Chief Counsel for the National Institute of Standards and Technology (OCC/NIST) provides programmatic legal counsel and services to the National Institute of Standards and Technology (NIST) and the National Technical Information Service. The OCC/NIST advises its clients on activities carried out under the NIST Act, as amended including activities performed by various NIST laboratories, the Technology Innovation Program,

and the Manufacturing Extension Partnership Program. The OCC/NIST also provides advice to the Baldrige National Quality Program. In addition to the programmatic legal services provided to NIST and NTIS, OCC/NIST also provides counsel throughout DoC on intellectual property matters involving patents, patent licensing, and cooperative research and development agreements (CRADAs). In addition, OCC/NIST drafts, reviews and negotiates research agreements, international agreements, contracts, licenses, confidentiality agreements, inter-agency agreements and other agreements. Other duties of the Office include reviewing and providing advice on regulations, legislation and laws, appeals on patent license terminations and all Government employee invention rights determinations, drafting and commenting on proposed regulations and other policy documents, reviewing projects involving human subjects, and preparing formal legal opinions on intellectual property and other matters.

Basis of Charge: NIST and NTIS fund all the work performed by this office.

BIS - OFFICE OF THE CHIEF COUNSEL FOR INDUSTRY AND SECURITY **PROJECT 0045000**

Description of Service: The Office of the Chief Counsel for Industry and Security. BIS plays a central role in advancing the nation's security, foreign policy, and defense industrial base interests. BIS' activities include the following:

- administering and enforcing U.S. export controls on dual-use items mindful of the nation's national security, foreign policy, antiterrorism, short supply, and non-proliferation objectives;
- cooperating with other countries on export control and strategic trade issues;
- enforcing laws prohibiting U.S. persons from participating in foreign boycotts;
- assisting U.S. industry to comply with international arms control agreements (particularly the Chemical Weapons Convention); and
- monitoring the health of the U.S. defense industrial base.

OCC/IS provides legal services to BIS including counseling to decision makers on legal and policy issues related to BIS' programs; drafting and reviewing documents, such as proposed laws, draft regulations, reports, Congressional testimony, and correspondence; reviewing of responses to requests for disclosure of documents and information; drafting and reviewing advisory opinions and interpretations relating to various statutes and regulations, including those dealing with BIS responsibilities on export controls, the Chemical Weapons Convention, and the Defense Priorities and Allocations System; prosecuting administrative enforcement cases, including representing BIS in administrative enforcement proceedings before an administrative law judge; assisting BIS's criminal investigators on issues such as the use of police powers and the conduct of their investigations; working with the Department of Justice in prosecuting criminal export control cases and defending court challenges relating to BIS programs; assisting in assessments of the national security implications of foreign takeovers of U.S. companies; conducting investigations into the

effect of imports on the national security; and representing BIS in interagency meetings and international conferences and negotiations.

Basis of Charge: BIS funds all the work performed by this office.

OFFICE OF THE ASSISTANT GENERAL COUNSEL FOR ADMINISTRATION
PROJECT 0048000

Description of Service: The Office of the Assistant General Counsel for Administration (AGC/Admin) coordinates all legal matters involved in and concerned with the activities and interests of DoC in administrative law. Clients of this office include all Presidential appointees, heads of operating units, and their staffs, and AGC/Admin provides advice in these matters across organizational lines. The AGC/Admin is the source of legal expertise in specific areas of personnel, property management, intellectual property, administrative law, civil rights, labor relations, collective bargaining, merit pay, travel allowance, and employee benefits. The AGC/Admin also advises on special statutes such as the Anti-Deficiency Act, the Freedom of Information Act, the Hatch Act, the Privacy Act, the Paperwork Reduction Act, and the Federal Advisory Committee Act. The office has program responsibilities regarding operating systems for collecting financial disclosure reports (public and confidential – SF 278s and OGC Form 450s), and for conducting ethics briefings, which are required by Government-wide regulations. The office also has responsibilities for providing legal services on ethics issues relating to the confirmation process for Presidential appointees in positions requiring Senate confirmation. The office advises all DoC employees (including USPTO employees) on conflict of interest laws and ethics regulations and both current and former employees on post-employment restrictions. AGC/Admin also provides legal representation on behalf of the DoC in the conduct of litigation involving adverse actions, civil rights, and cases before the Merit Systems Protection Board, the Federal Labor Relations Authority, and other labor law forums.

These matters are common to the OS and all DoC operating units, with the exception of the U.S. Patent and Trademark Office (USPTO). AGC/Admin provides services to USPTO in accordance with *Department Organization Order 10-14, section 3.04*. (These services include the full range of services provided by the Ethics Law and Programs Division; legal advice from the General Law Division regarding the exercise of the Secretary's policy direction and several secretarial authorities; and collaboration with the Employment and Labor Law Division regarding department-wide litigation and class actions.)

The office consists of the Assistant General Counsel, and three divisions – the Employment and Labor Law Division, the Ethics Law and Programs Division, and the General Law Division.

Employment and Labor Law Division

The Employment and Labor Law Division (ELLD) provides counseling on all aspects of employment law, the Equal Employment Opportunity (EEO) complaint process, and the Federal sector labor-management relations law. ELLD attorneys represent the Department in administrative proceedings for personnel matters before the Merit Systems Protection Board, the Office of Special Counsel, and the Foreign Service Grievance Board; in Equal Employment Opportunity cases before the Equal Employment Opportunity Commission; and in labor

proceedings before the Federal Labor Relations Authority. The attorneys also represent the Department in third-party arbitrations and assist the Department of Justice with litigation arising out of personnel actions and EEO complaints.

Ethics Law and Programs Division

The Ethics Law and Programs Division operates the Department's ethics program and provides legal services relating to ethics issues. The division gives advice to all Department officers and employees and former employees regarding the conflict of interest statutes and the Standards of Conduct. It operates two programs for Department employees that are mandated by regulation: the financial disclosure program and the ethics training program. Financial disclosure reports from approximately 7,900 employees are collected and reviewed each year by division staff. Division staff conducts ethics briefings for approximately 5,000 employees. Training is provided, as required by the regulations, for officials in Washington, D.C. and in Department of Commerce regional offices located throughout the United States on ethics issues including financial conflicts of interest, outside employment activities, gifts, misuse of Government resources, seeking employment and post employment restrictions. The division also has programs to provide specialized services to Presidential appointees and members of Federal advisory committees.

General Law Division

The General Law Division provides advice regarding the administration and management of the Department, in areas which are governed by statutes and regulations of Government-wide applicability. Division attorneys provide advice on such administrative legal topics as appropriations, user fee regulations, the use of various statutes (such as the Economy Act and the Department's Joint Project authority) to enter into Memoranda of Understanding with other parties, the administrative provisions of the Department's organic authority, use of the Departments emblems and logos, the Anti-lobbying Act, travel regulations, the Federal Advisory Committee Act, the Paperwork Reduction Act, the classification and protection of classified records, publishing and advertising, real and personal property, records management and disposition, intellectual property (including copyright, trademark, and internet laws), and release of information. Attorneys support litigation in Federal courts challenging the Department's execution of administrative statutes.

Basis of Charge: Costs are billed to Departmental bureaus, based on prior year actuals, of office staffing and workload assignments. Each staff member tracks his/her time spent on the work of a bureau.

OFFICE OF THE ASSISTANT GENERAL COUNSEL FOR FINANCE AND LITIGATION **PROJECT 0049000**

Description of Service: The Office of the Assistant General Counsel for Finance and Litigation (AGC/F&L) provides legal advice and services to DoC officials on issues relating to all commercial legal matters, including debt collection, loans, loan guarantees, financial audits, financial assistance, interagency agreements, real property, procurement and defensive environmental litigation. AGC/F&L represents DoC on all general and commercial litigation matters, including procurement, federal assistance, tort and admiralty claims, bankruptcies, debts, debarments, and

foreclosures.

AGC/F&L also advises on and carries out litigation related to several statutes, including, inter alia, the Administrative Procedure Act, the Federal Property and Administrative Services Act, the Contract Disputes Act, the Brooks Act, the Services Acquisition Reform Act, the Competition in Contracting Act, the False Claims Act, the Tucker Act, the Federal Tort Claims Act, the Suits in Admiralty Act, the Public Vessels Act, the National Environmental Policy Act, the Resource Conservation and Recovery Act, the Comprehensive Environmental Response, Compensation, and Liability Act, the Debt Collection Act, the Program Fraud and Civil Remedies Act, and the Federal Grants and Cooperative Agreement Act. AGC/F&L also gives advice concerning Touhy Regulations and Federal Grant Programs.

On behalf of DOC's components other than PTO, AGC/F&L also responds to Justice Department requests for Departmental views regarding pending intellectual property litigation in which federal courts have invited United States' participation.

Basis of Charge: Costs are billed to Departmental bureaus, based on prior year actuals, of office staffing and workload assignments. Each staff member tracks his/her time spent on the work of a bureau. NOAA costs for contract law services related to the GOES-R Satellite Series are billed pursuant to a Memorandum of Agreement between NOAA and O/S.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

EXECUTIVE SUPPORT PROJECT 7030000

Description of Service: This office was established by senior DoC officials to handle the Department's overall relationship with the Intelligence Community and senior Community officials. The office provides all-source intelligence support to the Secretary and other senior level DoC decision makers in the development and implementation of Department programs, policies, and activities.

Basis of Charge - Automatic Monthly: There are two parts to this billing algorithm: (1) PTO costs are allocated and billed according to the Memorandum of Agreement between PTO and the Office of the Secretary; and (2) the remaining costs are billed according to the workload for each bureau.

COMPLEX LITIGATION UNIT (formerly Class Action Suit, initiated in FY-2001) PROJECT 7031000

Description of Service: This account is managed by the Employment and Labor Law Division, Office of the Assistant General Counsel for Administration. It tracks costs directly related to that Division providing legal representation on behalf of the Department in the conduct of the class action litigation (EEOC Case No. 100-A1-7429X). That class action, at times, has involved employees from all operating units of the Department, and the attorneys assigned to this case (one GS-12 and one-half the time of a supervisory GS-15 attorney) provide advice and representation on this and other matters across organizational lines. Over the past year and one-half, these attorneys filed two comprehensive motions to dismiss (along with appropriate rebuttals), and participated in oral argument with the U.S. Attorney's Office in U.S. District Court. The Department's second motion to dismiss was granted, and the Unit has successfully defended that decision on an interlocutory appeal to the D.C. Circuit. This case and is awaiting a final order from the U.S. District Court, which has held jurisdiction pending a ruling on the individual claims that arise from that action. Pending a final order in this case, attorneys assigned to this case will also defend any appeals that ensue.

Two new class actions have been filed with the EEOC in FY08 (EEOC Case No. 570-2008-00284X and Agency Case No. 08-67-000082). They purport to involve the same class of employees throughout the entire Department, which we have begun defending. This required the Employment and Labor Law Division to assign a GS-14 attorney to begin the defense of these actions. We have already filed with the assigned EEOC administrative judge a motion to dismiss EEOC Case No. 570-2008-00284X; we have also made a motion to the chief administrative judge to hold the other case in abeyance. We are continuing to conduct internal research in order to prepare any future defense, however.

Basis of Charge - Automatic Monthly: There are two parts to this billing algorithm: (1) costs are billed to each bureau based on the bureau's percentage of potential class members in relation to Department-wide potential class members identified. (Relative percentages, based on an updated analysis done by the Office of Human Resources Management in May 2008, for each class action have been provided to the Office of Financial Management); and (2) costs may be paid according to any memoranda of understanding independently negotiated between the bureau and the Department.

COMMERCIAL LAW DEVELOPMENT PROGRAM (CLDP) PROJECTS (7033000 TO 7063000)

Description of Service: This DoC initiative works to improve the legal climate for doing business around the globe and is funded through external reimbursements, primarily from the Agency for International Development and the State Department.

This program provides training and consultative services to foreign countries and private organizations on a wide variety of legal issues affecting trade, intellectual property rights, project finance, mortgages, standards, government procurement, insurance, dispute resolution, regional

economic integration and compliance with World Trade Organization obligations, among other things.

Basis of Charge - Quarterly Billings: Costs are billed in accordance with interagency agreements.

OFFICE OF HUMAN RESOURCES MANAGEMENT

The Office of Human Resources Management (OHRM) has Department-wide responsibility for the development and implementation of strategic management of human capital; for ensuring that the Department's Strategic Management of Human Capital initiatives are aligned with the Department's Strategic Plan; and for the administration and oversight of policies and programs for human resources management, workers' compensation, and occupational safety and health. The Director ensures that the Office exploits new technology, methods, and approaches and new authorities and flexibilities in meeting the human resources needs of the Office of the Secretary and the Department as a whole. This includes development and use of executive resources; administration of pay, bonuses and incentives; administration of leave and hours of work; administration of payroll support and time and attendance controls; workforce planning, recruitment, and employment; training and career development; employee recognition, morale, and performance appraisal; employee relations, benefits, and services; labor management relations; workers' compensation; and organizational restructuring guidance. OHRM's organizational restructuring guidance uses tools such as voluntary early retirement and voluntary separation incentives; unemployment compensation; and oversight of unique human resources systems. These include review and approval of all human resources policies and procedures governing these unique systems and clearance of all promotions and appointments under these systems, as well as innovations and projects such as the National Institute of Standards and Technology (NIST) Alternative Personnel System and Commerce's Alternative Payroll System; evaluation of human resources management activities Department-wide; examination of adherence to merit principles and prevention of prohibited personnel practices; the promotion of effective human resources management; the development of policies and procedures; and the administration of the Department's occupational safety and health programs, including appropriate health services contracts. Additionally, OHRM is responsible for educational initiatives, post secondary programs, and strategic partnerships. The project descriptions that follow and the *Department Organization Order 20-8*, governing OHRM's responsibilities, offer further insight on services provided.

MANAGEMENT OFFICIALS

DEBORAH A. JEFFERSON, Director

WILLIAM J. FLEMING, Deputy Director

HCHB Room 5001, 482-4807

FELICIA A. PURIFOY, Acting Director, Department of Commerce Human Resources Operations Center (DOCHROC)

HCHB Room 7412, 482-3827

PAMELA BOYLAND, Director, Policy and Programs

HCHB Room 5004, 482-1068

DENISE A. YAAG, Director, Office of Executive Resources

HCHB Room 5108, 482-5967

JANICE L. GUINYARD, Director, Office of Corporate Human Capital Strategy and Workforce Initiatives

HCHB Room 5118, 482-4633

VACANT, Director, Office of Accountability and Strategic Recruitment

HCHB Room 5118, 482-2814
NANCY J. McWILLIAMS - CSP, ARM, Director, Office of Occupational Safety & Health
HCHB Room 5111, 482-0211
THOMAS KRIEDER, Director, Office of Project Management and Information Technology
HCHB Room 5204, 482-0537
FRED M. LANG, Director, Office of Training and Knowledge Management
HCHB Room 5005, 482-2122
JACQUELINE ARROYO, Director, Federal Executive Board
(Located in Sunrise, Florida) (954)-792-1109

LIST OF PROJECTS

| | | |
|--|---------|-----|
| DOC Human Resources Operations Center (DOCHROC) | 0521000 | WCF |
| Office of Policy and Programs | 0522000 | WCF |
| Commerce Alternative Pay System (CAPS) | 0523000 | WCF |
| Corporate Human Capital Strategy and Workforce Initiatives | 0524000 | WCF |
| Awards Program | 0525000 | WCF |
| Employee Assistance Program | 0526000 | WCF |
| Project & Administrative Management | 0527000 | WCF |
| Executive Resources | 0528000 | WCF |
| Occupational Safety and Health | 0530000 | WCF |
| Training and Knowledge Management | 0531000 | WCF |
| Federal Executive Board | 7022000 | A&R |
| National Finance Center and Reports Services | 7023000 | A&R |
| Candidate Development Program | 7150000 | A&R |
| DOC Intern Program | 7920000 | A&R |
| DOL Unemployment | 7923000 | A&R |
| MSI Outreach Activities | 7924000 | A&R |
| FSAFEDS-Flexible Spending Account for DoC Personnel | 7925000 | A&R |
| Electronic Official Personnel Folder (eOPF) | 7927000 | A&R |

WORKING CAPITAL FUND (WCF) PROJECTS

DOC OFFICE OF HUMAN RESOURCES OPERATIONS CENTER (DOCHROC) PROJECT 0521000

Description of Service: The DOC Office of Human Resources Operations (DOCHROC) administers a full range of human resources programs for OS, including the Office of the Chief Financial Officer/Assistant Secretary for Administration, the Office of the Chief Information Officer (CIO), the Office of General Counsel. Effective May 25, 2008, per an approved reprogramming request the following bureaus located in the HCHB building in addition to the agencies listed above, now receive their human resources operations services from this office: the International Trade Office (ITA), the Bureau of Industry and Security (BIS), the Economic Development Administration (EDA), the Minority Business Development Agency (MBDA), and the National Telecommunications and Information Administration (NTIA). DOCHROC is a full-service HR operations office, and provides advisory services to managers and employees on position classification, pay, staffing, employee-management relations, performance appraisal, employee awards, employee benefits (retirement, thrift savings, health, life, and insurance), labor management relations, personnel/payroll processing, time and attendance operations, and records administration.

Basis of Charge: The billing algorithm consists of two parts: (1) Offices in the Office of the Secretary, BIS, EDA, and MBDA are billed on the basis of their share of the Departments FTE ceiling. (2) Offices in the ITA and NTIA are billed on the basis of their HCHB Population.

POLICY AND PROGRAMS PROJECT 0522000

Description of Service: This project provides policy and program services to all elements of the Department and its employees. Specifically, this project includes drug tests and lab analysis services (as required by Executive Order 12564 of September 15, 1986, entitled Drug-Free Federal Workplace), Unemployment Compensation for Federal Employees (UCFE), policy and programmatic support for telework, employee and labor relations, retirement and benefits, incentive awards, staffing, family friendly programs, employee assistance, performance management, compensation classification and demonstration project management and oversight, employee development and training, hours of duty and leave, time and attendance, voluntary separation incentive program and voluntary retirement program and law enforcement. Specific initiatives in this project include support for Departmental memberships in organizations advancing HR innovations in the public and private sector, development and implementation of a WEB-based Time and Attendance system (WebTA), and development and implementation of a WEB-based performance management system for use by managers and supervisors. Direct inputting of an employees' personal payroll and benefits transactions to the NFC (such as change of address, or Federal and state withholdings and inputting bureau specific messages on their employee's leave and earning statements), is also provided via this project as well as managing the unemployment compensation contract.

Basis of Charge: This billing algorithm consists of four parts: (1) Costs for workforce program support for telework employee and labor relations, training, family friendly programs, and performance management are allocated among operating units based on the Department's FTE ceiling; (2) WebTA are allocated based on the

Department's FTE ceiling; (3) Drug testing charges are proportionately allocated to operating units based on the share of total drug tests conducted during the prior year; and (4) Unemployment Compensation charges are billed based on the number of employee separations reported in the prior year.

COMMERCE ALTERNATIVE PAYROLL SYSTEM PROJECT 0523000

Description of Service: This project provides services and products, as required by law, to elements of the Department participating in or converting to the Commerce Alternative Payroll System (CAPS). The project supports the following activities: (1) continued maintenance and development of the Automated Classification System; (2) continued maintenance and development of the Performance Payout/Annual Comparability Increase System; (3) modifications to the Department's personnel/payroll system at the Department of Agriculture's NFC; (4) expansion of project to parts of NOAA ; and (5) IT data management and policy support at the Department level to ensure compliance with 5 USC 47 and OPM requirements.

Basis of Charge: Costs are billed among operating units/bureaus participating in or converting to the Commerce Alternative Payroll System. Current participants are OS, BEA, NOAA (CFO, OAR, NESDIS, NMFS, NWS, PPI, UNSEC, NOS, NMAO, CAO & WFMO) and NTIA (ITS).

CORPORATE HUMAN CAPITAL STRATEGY AND WORKFORCE INITIATIVES PROJECT 0524000

Description of Service: This project provides comprehensive policy and program human capital management services to all elements of the Department and its employees. The corporate recruitment program ensures a diverse pool of applicants for vacancies in the 23 mission-critical occupations located in the bureaus. The workforce analysis data results are critical components of implementing effective recruitment, retention, and succession management strategies to acquire and maintain a high performing workforce to accomplish the Commerce mission and avoid disruptions to services provided to the public. There are two principal cost areas for this project: (1) salaries and benefits for Departmental staff; and (2) corporate strategic recruitment initiatives and career fairs. Work products or activities associated with this project include planning, implementing, and evaluating recruitment program career fairs with bureau-level participation, development and dissemination of targeted recruitment materials; arranging for job fair booth spaces for use by DoC/bureau personnel; coordination of the Presidential Management Fellows Program with the Office of Personnel Management.

Basis of Charge: Costs are billed to operating units and offices based on their share of the Department's FTE ceiling.

AWARDS PROGRAM PROJECT 0525000

Description of Service: This project provides for the costs of the annual Honor Awards Ceremony where the Secretary presents Gold and Silver Medals to employees for outstanding achievements. The Bronze Medal is the highest honorary award granted by the Chief Financial Officer and Assistant Secretary for Administration. The awards consist of a medal and a certificate signed by the Secretary.

Basis of Charge: Costs for the medals and related expenses are billed among the operating units and offices based on employees who received awards in the prior fiscal year.

EMPLOYEE ASSISTANCE PROGRAM PROJECT 0526000

Description of Service: This project contracts for services to assist employees with problems that may affect job performance such as alcoholism, drug abuse, marital and family discord, and interpersonal job-related problems. Services include supervisory training, employer awareness and education activities, individual diagnostic counseling, and referral to treatment centers or other sources of long-term assistance.

Basis of Charge: Costs are billed among participating operating units based on their proportionate share of positions reflected in the Employee Assistance Program contract.

CORPORATE HUMAN CAPITAL STRATEGY AND WORKFORCE INITIATIVES PROJECT 0527000

Description of Service: This project plans, develops, implements, and evaluates strategic human capital management initiatives, workforce planning and analysis to comply with the President's Management Agenda. Will provide overall management and administrative support to OHRM including: the coordination of Office-wide strategic and measurement projects or special projects as needed by the Director; human resources and information technology strategic and operating plans, and information technology systems security plans; budget formulation; FAIR Act inventory and procurement; travel, property management and other administrative systems. Additionally, this project serves as the focal point for workforce trend analyses, best practice research for human capital studies, Department-wide reporting, forecasting and statistical analyses. This project funds the department's Automated Hiring System, database administration, maintenance of the system hardware/software costs, enhancements, help desk and the fax scan operation (conversion of hard copy documents to electronic format college transcripts, veterans preference (DD-214) and competitive service status (SF-50B) documentation) are provided through this project.

Basis of Charge: Costs are billed to operating units and offices based on their share of the Department's FTE ceiling.

EXECUTIVE RESOURCES PROJECT 0528000

Description of Service: This project provides policy and operational support to executive and political personnel services for all elements of the Department. Specifically, this project funds program support for the SES allocation, recruitment, selection, and OPM Qualification Review Board (QRB) processes, Executive Resources Board (ERB) and Performance Review Board (PRB) services for clients serviced by the Office of Human Resources Management; and the Departmental Executive Resources Board. It provides for automated executive resources systems and enhancements to support critical functions including the end-of-year process and the Top Level Report. The project supports developing, administering executive and political personnel programs, processes and tools, including printing and framing of Presidential certificates.

Basis for Charge: Costs are billed to operating units and offices based on their share of the Department's FTE ceiling.

OCCUPATIONAL SAFETY AND HEALTH PROJECT 0530000

Description of Service: This project provides services related to Federal Employees' Compensation Act (FECA) through contract. This project provides functional supervision and oversight authority for the Department's workers compensation case processing and management including records maintenance, automation initiatives, procedures development, evaluation, training, coordinated placements, and technical reviews and determinations for short and long-term FECA cases. Provides occupational health services through contract. Program includes emergency diagnosis and first aid treatment of work related illness or injuries; special preventive health education and counseling; special occupational health and preventive health examinations and immunizations; travel medicine; and periodic disease detection programs for employees in the HCHB. Provides standardized and comprehensive occupational safety and health information technology program to assess, document, prevent and control accidents, injuries, and illnesses. The program and services will include major initiatives in the Department to conduct and document standardized workplace surveys and assessments, programmatic oversight, training, and accident, and injury and illness reporting.

Basis of Charge: This billing algorithm consists of three parts: (1) workers compensation charges are billed based on prior year workers compensation case workload processed. (2) Costs for the Occupational Health Services Program contract within the HCHB are billed to the operating units based on their HCHB Population. (3) All other operating costs are billed to operating units on their Nationwide On-Board Population.

TRAINING AND KNOWLEDGE MANAGEMENT PROJECT 0531000

Description of Service: This project provides Department-wide direction for all aspects of human capital management involving employee development, training, knowledge management, leadership development, and supervisory, managerial and executive development; provides for executive succession planning by developing training for the senior executive service. Also, the development, implementation and maintenance of all leadership development programs; develops and maintains the expertise of supervisors and managers by developing and implementing training programs for probationary and vested supervisors and managers; replenish Department talent by continuous learning and intern programs; and develops and implements e-learning programs and processes and maintenance of the Department Learning Management System.

Basis of Charge: Costs are billed between operating units and offices in the Office of the Secretary on the basis of their share of the Department's FTE ceiling.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

FEDERAL EXECUTIVE BOARD PROJECT 7022000

Description of Service: Federal Executive Boards (FEBs) were established under a Presidential Directive in 1961 and are located in 28 major cities. The Office of Personnel Management and the President's Management Council provide policy direction and guidance to the FEBs, and funding is derived from other executive agencies. FEBs were established to improve internal federal management practices and serve as the focal point for coordinating and sharing information and expertise among federal agencies. They are major points of contact between the government and the private sector. The board sponsors executive seminars and coordinates major programs including the Combined Federal Campaign, Savings Bond Drive and Public Service Recognition Week. It is the primary office for promotion of a positive federal image in the community.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

NATIONAL FINANCE CENTER AND REPORTS SERVICES PROJECT 7023000

Description of Service: This project supports the DoC's agreement with the Department of Agriculture National Finance Center (NFC) for the Department's personnel and payroll processing support. One of the most visible services NFC provides is the electronic transmission of checks, mailings of supporting statements (check stubs), and W-2 statements. All DoC employees (except NOAA Corps, Foreign Service Nationals, and Census Field Representatives) receive their personnel and payroll processing support from the NFC. In addition, the NFC provides files to NOAA's Office of Administration Computer Division to print and distribute personnel reports to the respective human resources offices throughout the Department. Work products or activities associated with this project would include the development of policies and procedures, or assistance related to the implementation of new classification standards and their introduction to the Position Description (PD) Library; processing of classification reviews/appeals; security access to NFC; processing of NFC changes affecting one or more bureaus; troubleshooting/fixing bureau problems with NFC.

Basis of Charge: Costs are billed among serviced operating units and offices based on their share of the average employees paid during the previous 12-month period.

CANDIDATE DEVELOPMENT PROGRAM PROJECT 7150000

Description of Service: The Department of Commerce (DoC) Candidate Development Program (CDP) is designed to create a pool of qualified candidates for Senior Executive Service (SES) positions. The Department's FY 2002 workforce analysis indicated that 71% of the 344 members of the Senior Executive Service would be eligible for retirement in FY 2007. This is compounded by the fact that 39% of the pool of candidates at the mid-management level would be eligible for retirement during the same time frame. With this almost certain exodus of experienced leaders throughout the Department, it is imperative that succession planning be implemented in a systematic and timely manner. The DoC SES Candidate Development Program is designed to address this Human Capital Planning need and is in support of the President's Management Agenda. The

program provides a series of development experiences for high-caliber GS-14/15 or equivalent individuals with demonstrated potential to assume SES positions.

Basis of Charge - Manual - Bureaus are billed based on the prorated costs of the training sessions for the actual participants accepted into the program. Travel expenses to the various training sites are funded directly by the participant's organization.

POSTSECONDARY INTERN PROGRAM PROJECT 7920000

Description of Service: This is a partnership-in-education program for post-secondary students to provide experiential training opportunities in the federal sector, as well as to increase career development for minorities. The DoC Post-Secondary Internship Program awards financial assistance to organizations that place interns from minority institutions and other institutions of higher education into a wide variety of scientific, technical and administrative positions throughout the Department.

Basis of Charge - Manual: Bureaus provide program participation projects, request interns and are directly charged for the interns actually appointed. A prorated administrative fee is also charged for the grants management service based on the actual number of interns appointed. Other federal agencies (partnered with DoC through interagency special agreements) are billed by IPAC for interns actually appointed.

DOL UNEMPLOYMENT PROJECT 7923000

Description of Service: This project supports the Unemployment Compensation Account (UC), which pays UC to former Federal employees in the same amount and under the same terms and conditions that apply to unemployed claimants from the private sector. These requirements were established under the Omnibus Reconciliation Act of 1980 (P.L. 96-499) requiring that agencies are required to pay its share of the cost of State unemployment benefits to former Federal employees.

Basis of Charge - Manual - Bureaus are billed based on actual usage.

MSI OUTREACH ACTIVITIES PROJECT 7924000

Description of Service: This project supports activities promoting DoC employment opportunities and financial assistance programs with Minority Serving Institutions (MSIs), including the Post-secondary Internship Program, as they relate to increasing opportunities for and representation from minority communities. Other outreach activities include participation in a wide variety of conferences and expositions sponsored by minority organizations serving under-represented communities.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of the Department's FTE.

FSAFEDS-FLEXIBLE SPENDING ACCOUNT FOR DoC PERSONNEL

(Initiated in FY 2005) PROJECT 7925000

Description of Service: This project supports the Flexible Spending Account (FSA) which has two parts (1) Health Care FSA which pays for the uncovered or unreimbursed portions of qualified medical costs and (2) the Dependent Care which allows you to pay eligible expenses for dependent care with pre-tax dollars. These requirements were established under the National Defense Authorization Act for 2004 (P.L. 108-136) requiring that agencies pay the administrative fees associated with employee participation in flexible spending account programs.

Basis of Charge: Costs are billed to operating units and bureaus based on their share of participation in this program.

Electronic Official Personnel Folder (eOPF) PROJECT 7927000

Description of Service: This project supports the licenses and maintenance costs for the eOPF. eOPF is an E-Government initiative developed for all federal agencies by the Office of Personnel Management (OPM) to manage and administer the Official Personnel Folder process and to provide employees access to their individual file through a secure Internet connection.

Basis of Charge - Automatic Monthly: Costs are billed to operating units and bureaus based on their share of licenses.

OFFICE OF MANAGEMENT AND ORGANIZATION

The Office of Management and Organization (OMO) serves as DoC's liaison with the U.S. Department of Justice and the Office of Management and Budget on matters and related to policies and procedures for effective administration of the Freedom of Information Act (FOIA) Privacy Act (PA). To ensure DoC-wide compliance with FOIA and PA, OMO develops policies, regulations, procedures and guidelines; performs studies; management reviews; and prepares and coordinates implementation actions on DoC-wide information management matters. Additionally, OMO conducts organizational and managerial analyses, interagency studies, and government-wide management improvement initiatives. OMO advises the Deputy Secretary, CFO/ASA, and Deputy Assistant Secretary for Administration on a broad spectrum of organization and management issues. Specifically, the staff establishes and maintains the DoC-wide directives management system (i.e., Department Organization Orders and Department Administrative Orders), and manages the Department's compliance with the Federal Advisory Committee Act. Moreover, OMO serves as DoC's liaison for General Accountability Office audits and oversees implementation of the Department's follow-up program for Inspector General audits. The project description that follows and the *Department Organizational Order 20-7*, detailing OMO's responsibilities provide further information on services provided.

MANAGEMENT OFFICIAL

JOHN J. PHELAN, III, Director for Management and Organization
HCHB Room 5327, 482-3707

LIST OF PROJECTS

| | | |
|-----------------------|---------|-----|
| Directives Management | 0134000 | WCF |
|-----------------------|---------|-----|

WORKING CAPITAL FUND (WCF) PROJECTS

DIRECTIVES MANAGEMENT PROJECT 0134000

Description of Service: This project provides for the maintenance of the Department Organization Orders (DOOs) and the Department Administrative Orders (DAOs). The Office of Management and Organization (OMO) maintains the DOOs and DAOs to ensure that the Department's essential management structure, organization, and delegations of authority conform to current laws and central agency regulations, and are adequately documented and disseminated to the operating units. This project also supports Departmental management of the Federal Advisory Committee Act and OMO's audit liaison function. OMO serves as the DoC's central point of contact for the General Accountability Office audits and oversees implementation of the DoC's audit follow-up program for Inspector General audits. As such, OMO assists in coordinating GAO activity involving Commerce, monitors the timely resolution and implementation of Inspector General audits by bureau and Departmental program offices, and coordinates preparation of audit follow-up information for the DoC's Performance and Accountability Report.

OMO has primary responsibility for DoC-wide oversight and management of the access and privacy protection programs. As DoC's principal administrative contact point, OMO works with the bureaus to coordinate implementation of FOIA and PA and to produce required annual reports. The Freedom of Information Act (FOIA), enacted in 1966, established the statutory right of access to government information. The Privacy Act (PA) of 1974 established a code of information practices, which regulate the collection, maintenance, use, and dissemination of personal information by Federal Government agencies.

Basis of Charge: Costs for these services are billed to offices and bureaus based on their share of the Department's FTE ceiling.

OFFICE OF PUBLIC AFFAIRS

The Office of Public Affairs (OPA) manages DoC's overall public information program. OPA's director serves as DoC's principal adviser to the Secretary on public affairs matters. The office oversees the policy of the public affairs staffs in the operating units and serves as DoC's primary liaison office with other Government agencies on public affairs. The two project descriptions that follow and the *Department Organization Order 15-3*, governing OPA's responsibilities provide further insight on services provided.

MANAGEMENT OFFICIALS

VACANT, Director
HCHB Room 5413, 482-8290
ANN MARIE HAUSER, Press Secretary
HCHB Room 5413, 482-4883
VACANT, Deputy Director
HCHB Room 5413, 482-4883

LIST OF ACCOUNTS

| | | |
|-----------------------|---------|-----|
| OPA Operations | 0050000 | WCF |
| Photographic Services | 0051000 | WCF |

WORKING CAPITAL FUND (WCF) PROJECTS

OPA OPERATIONS PROJECT 0050000

Description of Service: The Office of Public Affairs (OPA) serves as DoC's liaison with the White House and Executive Branch agencies to support major Department priorities and meet the needs of operating units. OPA provides advice and support to the public information programs in the units; prepares and issues press releases and broadcast material involving the Secretary and other DoC officials; coordinates news conferences; arranges radio, television and other interviews; plans, develops, and executes, with operating unit public affairs' offices, a communication support program for exhibits, video and film making productions and webcasts. The office also reviews and approves for release all news items, speeches, publications, audiovisual materials for external use, and advertises programs for public affairs purposes; reviews all proposed DoC publications; accounts for the control of films, exhibits, events and other resources; and provides briefing materials for the Secretary; and other top DoC level officials.

Basis of Charge: Costs are billed to Departmental bureaus, based on prior year actuals, of office staffing and workload assignments. Each staff member tracks his/her time spent on the work of a bureau.

PHOTOGRAPHIC SERVICES PROJECT 0051000

Description of Service: This project provides a DoC-wide photographic service which includes a fee basis for services. The project also provides press photography on location; documentary photography on location; record coverage of agency events for release or history; portraits; custom color and black-and-white processing and printing, photo copying, mural printing, slides, etc.; liaison for photographic contracts; photography estimates; and maintenance of Department photographic files.

Basis of Charge: Costs are billed for photographic services based on actual usage from the first three quarters of FY 2008 and the fourth quarter of FY 2007, after adjusting for manual bills to other agencies.

OFFICE OF SECURITY

The Office of the Security (OSY) plans, develops, and implements policies and procedures for managing and delivering security services for the Office of the Secretary and other DoC bureaus. Specifically, OSY establishes and enforces policies and procedures for conducting background investigations and granting security clearances; safeguarding classified and sensitive documents and information; protecting DoC personnel, facilities and property; assessing threats and determining risks to Departmental assets; ensuring proper communications security; providing guidance to DoC's offices and operating units on security-related matters; and ensuring compliance with security policies and procedures.

Additionally, OSY maintains a Departmental "*Occupant Emergency Program*" and a DoC-wide emergency preparedness program. The office director serves as the Department's liaison with agencies of Federal, state, and local governments in security and protective intelligence matters. The project descriptions that follow and the *Department Organization Order 20-6*, governing OSY's responsibilities, offer further insight on services provided.

MANAGEMENT OFFICIAL

ALFRED BROADBENT, Director
HCHB Room 1067, 482-4371

LIST OF PROJECTS

| | | |
|--------------------------------|---------|-----|
| HCHB Security | 0126000 | WCF |
| Security Programs | 0127000 | WCF |
| Census Decennial/DC | 0140000 | WCF |
| Census Security/DC | 0141000 | WCF |
| NOAA Security/DC | 0142000 | WCF |
| NIST Security/DC | 0143000 | WCF |
| Census Security/Jeffersonville | 0154000 | WCF |
| NOAA Security/ERSO | 0155000 | WCF |
| NOAA Security/MRSO | 0157000 | WCF |
| NOAA Security/WRSO | 0158000 | WCF |
| NIST/NOAA Security/Boulder | 0159000 | WCF |
| International Programs | 7115000 | A&R |

WORKING CAPITAL FUND (WCF) PROJECTS

HCHB SECURITY PROJECT 0126000

Description of Service: This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also establishes and maintains HCHB security procedures. It covers the management of the HCHB guard contract; maintenance of the perimeter security locking system and equipment; protective operations for visiting dignitaries in HCHB; after hours security inspections and processing of security violations; periodic destruction of classified documents; response and follow-up to building incidents; crime prevention programs and procedures to protect persons and property; a service center which issues Commerce ID cards, room keys, electronic key cards, repairs locks, and coordinates security for extra building events; directing a center for screening courier deliveries; and parking enforcement. The following activities are also covered under this project: systems management and procedural controls for specialized areas within the HCHB (i.e., Day Care Center, National Aquarium, White House Visitor Center, and Immediate Office of the Secretary); liaison with local and federal police agencies; and HCHB emergency response coordination.

Basis of Charge: This billing algorithm consists of two parts: (1) Costs are billed to operating units based on their HCHB population; and (2) Actual costs of temporary additional guards as requested by the customer.

SECURITY PROGRAMS PROJECT 0127000

Description of Service: This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also establishes and maintains DoC security policy and programs which includes implementing existing Executive Orders, Public Laws, and other security-related government regulations. OSY programs under this project provide for: protection of people and property; counterespionage, anti-terrorism, other counter-measure programs; and information that is classified to protect the national interest; physical protection of the Secretary of Commerce; background investigations by government or private contractors; issuance of security clearances; central automated file of DoC investigations conducted and clearances issued; security awareness and educational programs; and a compliance review program.

Basis of Charge: This billing algorithm consists of two parts: (1) Costs are billed to operating units based on nationwide on-board population and (2) Background investigations will be billed based on actual usage.

CENSUS DECENNIAL PROJECT 0140000

Description of Service: This project provides for select security services in support of the Census Decennial Program, including the 2009 Dress Rehearsal, Decennial testing, 2010 Decennial, and subsequent close-out. Services include: individual physical security threat/risk assessments; security education and awareness programs; and badging/background investigation coordination for employees and contractors hired prior to, during, and

following the 2010 Decennial.

Basis of Charge: Costs are billed to Census.

CENSUS HEADQUARTERS SECURITY PROJECT 0141000

Description of Service: This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also establishes and maintains security services for Bureau of the Census facilities and programs in the Washington, D.C. area. Services include: assistance in contract guard oversight; maintenance of the perimeter security locking systems and equipment; protective operations for visiting dignitaries; after hours security inspections and processing of security violations; periodic destruction of classified documents; response and follow-up to building incidents; crime prevention programs and procedures to protect persons and property; and a service center which issues room keys, repairs locks, and coordinates security for extra building events.

Basis of Charge: Costs are billed to Census.

NOAA HEADQUARTERS SECURITY PROJECT 0142000

Description of Service: This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also provides services to establish and maintain security services for NOAA occupied buildings and programs in the Washington, D.C. area. The program provides for: assistance in contract guard oversight; maintenance of the perimeter security locking systems and equipment; protective operations for visiting dignitaries; after hours security inspections and processing of security violations; periodic destruction of classified documents; response and follow-up to building incidents; crime prevention programs and procedures to protect persons and property; a service center which issues room keys, electronic key cards, repairs locks, and coordinates security for extra building events; liaison with local and federal police agencies; and emergency response coordination.

Basis of Charge: Costs are billed to NOAA.

NIST HEADQUARTERS SECURITY PROJECT 0143000

Description of Service: This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also provides services to establish and maintain security services for NIST occupied buildings and programs in the Washington, D.C. area. The program provides for: departmental staff overseeing the management of the guard contracts; maintenance of the perimeter security locking systems and equipment; protective operations for visiting dignitaries; after hours security inspections and processing of security violations; periodic destruction of classified documents; response and follow-up to building incidents; crime prevention programs and procedures to protect persons and property; a service center which issues room keys, electronic key cards, repairs locks, and coordinates security for extra building events; management of systems and procedural controls for specialized areas within the building; liaison with local and federal police agencies; and emergency response coordination.

Basis of Charge: Costs are billed to NIST.

CENSUS SECURITY/JEFFERSONVILLE PROJECT 0154000

Description of Service: This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also provides services to establish and maintain security services for Bureau of the Census facilities and programs at Jeffersonville, Indiana. Services include: management of security programs; the protection of people, property, and information that is classified to protect the national interest as well as information that is sensitive but not classified; provides advice and guidance to operating unit officials; assistance in contract guard oversight; perimeter monitoring; response and follow-up to building incidents; crime prevention programs and procedures to protect persons and property; and a service center which issues Commerce ID cards, room keys, electronic key cards, and repairs locks.

Basis of Charge: Costs are billed to Census.

NOAA SECURITY/ERSO PROJECT 0155000

Description of Service: This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also provides services to establish and maintain security services for designated DoC occupied facilities and programs serviced from Norfolk, Virginia. Services under this project cover:

1. Managing security programs;
2. Protecting people, property and information that are classified to protect the national interest as well as information that is sensitive but not classified;
3. Advising and guiding operating unit officials;
4. Responding to and following-up on building incidents; and
5. Conducting crime prevention programs and procedures to protect persons and property.

Basis of Charge: Costs are billed to NOAA.

**NOAA SECURITY/MOUNTAIN REGIONAL SECURITY OFFICE (MRSO)
PROJECT 0157000**

Description of Service: This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also provides services to establish and maintain security services for designated DoC occupied facilities and programs serviced from Boulder, Colorado. In addition, this project provides for the services as enumerated under Project 0155000.

Basis of Charge: Costs are billed to NOAA.

NOAA SECURITY/WESTERN REGIONAL SECURITY OFFICE (WRSO)
PROJECT 0158000

Description of Service: This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project also provides services to establish and maintain security services for designated DoC occupied facilities and programs serviced from Seattle, Washington. In addition to providing assistance in contract guard oversight, this project provides for OSY services enumerated under Project 0155000.

Basis of Charge: Costs are billed to NOAA.

NIST/NOAA SECURITY - BOULDER PROJECT 0159000

Description of Service: This project provides for the protection of personnel, property and other critical assets by reducing risks associated with terrorism and espionage while assisting with emergency management capabilities. This project provides services to establish and maintain security services for NIST and NOAA occupied facilities and programs at Boulder, Colorado. In addition to providing assistance in contract guard oversight, this project provides for OSY services enumerated under Project 0155000.

Basis of Charge: Costs are billed to NIST and NOAA.

ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

INTERNATIONAL PROGRAMS PROJECT 7115000

Description of Service: This project provides support to the U.S. & Foreign Commercial Service (FCS), International Trade Administration, in security policy and programs overseas. The Office of Security (OSY) will conduct physical surveys/design and make recommendations. In addition, OSY will conduct compliance and inspection reviews of the security systems and plans for FCS overseas.

Basis of Charge - Automatic Monthly: Costs are billed to ITA (U.S. & Foreign Commercial Service).